Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

Fisheries and Oceans Canada Procurement Hub 301 Bishop Drive Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

urnisseur accepte le présent contral rendor hereby accepts this contract

title of person authorized to sign (type or print)
titre du signataire autorisé (caractère d'impression)

-31/01/2019

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Caroline Thibadeau Coaching for Excellance (613) 794-1615

PWGSC-TPSGC 9400-10 (C2/97)

\$ 14,457.00

Total est. cost - Coût total est.

13 ge of Page PWGSC File No. - Nº de référence des TPSGC

21-01-2019 Date of Contract - Date du contrat

F5211-180682 Contract No. - Nº du contrat

추수 Requisition No. - Nº de la demande Bureau demandeur Order Office

FP918

Serial No. N° de série

005

Financial Code(s) - Code(s) financier(s)

6H100-310-120-4403-00000-6

Duty - Droits

F.O.B. - F.A.B.

Not Included

۸ N

Goods and Services Tax - Taxe sur les produits et services

Not Included

Destination

DIRECTOR GENERAL - ECOSYSTEMS AND FISHERIES MANAGEMENT FISHERIES AND OCEANS Canada

OTTAWA ON K1A 0E6

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:

DFO.invoicing-facturation.MPO@canada.ca

Address inquiries to: Adresser toute demande de renseignements à:

Rob Bowie - Contracting Officer Robert.Bowie@dfo-mpo.gc.ca

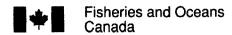
506-478-4138 Telephone No. N° de téléphone

Fascimile No. N° de télécopieur

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· h. For the Minister - Pour le Ministre

Digitally signed by Bowie, Robert Date: 2019.01.23 13:44:27 -04'00'



Pêches et Océans Canada

PART 1 - CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1.1 Security Requirements

There is no security requirement applicable to this Contract.

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services **Team building workshop and leadership development EM DGO** for the **Fisheries and Oceans Canada** under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

<u>2010B</u> (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2019

1.5 in Authorities

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name and Address:

Contact Name:

Telephone:

Facsimile:

E-mail address:

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

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Fisheries and Oceans

Pêches et Océans Canada

Contract # : F5211-180682

1.5.2 Project Authority

Name: Title: Nicholas Winfield Director General

Directorate:

Ecosystems Management

Branch:

Essevetanes and Eight wine Man

Address:

Ecosystems and Fisheries Management

aress: 20

200 Kent Street Ottawa, ON

K1A 0E6

Tel:

613-998-9088

Email:

Nicholas.winfield@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Contact Name:

Caroline Thibaudeau

Telephone:

(613) 794-1615

E-mail:

caroline@coachexcellence.ca

1.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice</u>: 2012-2 of the Treasury Board Secretariat of Canada.

1.7 Payment

1.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in <u>Annex B</u> for a cost of **\$14,457.00**. Customs duties are excluded and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

1.7.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

1.8 Method of Payment - Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment



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1.9 Accounts and Audit

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.10 Invoicing Instructions

Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: <u>DFO.invoicing-facturation.MPO@canada.ca</u>

1.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.12 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



Pêches et Océans Canada

1.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **Ontario**.

1.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a. the Articles of Agreement;
- b. 2010B (2018-06-21), General Conditions Professional Services (Medium Complexity);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment
- e. Supply Arrangement Number E60ZT-152199/182/ZT; and
- f. the Contractor's bid dated January 14, 2019.

1.15 Basis for Canada's Ownership of Intellectual Property

The **Fisheries and Oceans Canada** has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

1.16 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.17 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract



Pêches et Océans Canada

1.18 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.19 Liability

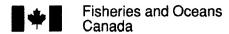
The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.20 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada.

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Contract #: F5211-180682

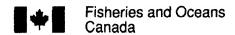


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If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



Pêches et Océans Canada

Contract # : F5211-180682

ANNEX A - STATEMENT OF WORK

1.0 Scope

1. 1 Title

Contractor with expertise in management and leadership development in organisations, professionals and individuals, to design, prepare and facilitate a team building workshop for the administrative personnel of the Department of Fisheries and Oceans (DFO) Ecosystems Management Directorate (EM). The work includes complementary tools to understand the behavioural competencies of each position and sustain the integration of collaborative strategies to promote a more productive team environment within this particular group.

1.2 Introduction

As a Directorate, EM is transitioning through multiple changes in the evolution of its programs and its staff complement. This exercise intends to foster collaboration and team building of its administrative personnel in particular. As conduits of information and organizers, administrators are key enablers of the work that takes place in the office, however their role and the well-being of the team tend to be overlooked. Ensuring that this team functions well is essential in a high pace work environment, experiencing significant growth and turnover of personnel. Participants to the workshop and follow-up activities will benefit from understanding their own behavioural preferences to solidify team work, improve problem solving and allow for continued improvement in the ways of working.

1.4 Travel

No travel costs are projected.

1.5 Contract period

The services of the Contractor will be required to commence upon Contract Award. The expected completion date of this contact is September 30, 2019.

1.6 Objectives of the Requirement

EM is seeking the professional services of a Contractor with expertise in management and leadership development in organisations, professionals and individuals to design, prepare and facilitate a team building workshop for its administrative personnel.

This exercise will assist the administrative team in focusing on problem solving, communication, balancing strengths of the individuals with strengths of the team, as well as acquire and improve valuable competencies. The Contractor will provide sustainable strategies that will aid staff and help improve team building during the workshop and beyond. The Contractor will also develop tools to assist EM management in understanding the required key competencies of its administrative personnel.

1.7 Background, Assumptions, and Specific Scope of the Requirement

The Contractor's resources are required to assist EM located at DFO's headquarters in Ottawa, with the work described above.

At any time, due the nature of its files and the reputation for its expertise, the Directorate handles a heavy workload and is under constant pressure from the Department's senior management and political staff. In addition, EM's programs and staff complement are currently evolving and growing due to recent funding

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Contract #: F5211-180682



Fisheries and Oceans Canada Pêches et Océans Canada

initiatives. It is essential that its administrative personnel, who are key enablers of the daily work, develop and adopt good collaboration and communication strategies collectively.

The scope of work includes the administration of NOVA psychometric tools for administrative staff, inperson meetings for individual debriefs; design and preparation of a team building workshop; the production of NOVA profiles for the different administrative positions in the Directorate; and monthly follow-ups to sustain the integration of collaboration strategies. This work will be overseen by the Senior Advisor to the DG, acting as Project Lead, and directly involve the Directorate's administrative team (approx. 13 members).

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The following are the tasks, activities and deliverables under this contract;

Task 1: Workshop design and preparation (January - February 2019)

- Administration of up to NOVA psychometric profile tools (one for each member of the administrative team)
- Individual debrief meetings on the results of the tool as it relates to behavioural preferences and impact on team work
- Design and planning of two half-day workshops, working with Project Lead to refine objectives and develop agendas and materials

Deliverables: Up to NOVA profile reports and individual debrief meetings, workshop logistics, agenda and materials.

Task 2: Facilitation of two half-day workshops (February - March 2019)

Facilitation of a half day workshop in December and a half day workshop in January to better understand each other's behavioural preferences, each other's functions, and how to adopt an open mind when communicating and tackling challenges as a team:

Deliverables: facilitation of two half day workshops with up to participants.

Task 3: Position profiles for administrative positions (April - June 2019)

Development of behavioural competencies profiles based on the NOVA psychometric tool for each of the administrative positions in EM

Deliverables: Up to behavioural competencies profile reports.

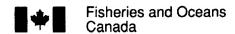
Task 4: Follow-up capsules to integrate collaboration strategies (April - Sept 2019)

monthly capsules (face-to-face meetings) to support the integration of collaboration strategy and continuation of the dialogue initiated at the workshop.

Deliverables: Monthly face-to-face meetings.

2.3 Technical, Operational and Organizational Environment

The Contractor will work closely with the Project Lead in order to fulfil the expected tasks and deliverables.



Pêches et Océans Canada

2.4 Method and Source of Acceptance

The Contractor shall provide the department with the services described in this statement of work and shall ensure the completion of all deliverables in a timely and responsive manner. All reports, deliverables and services rendered under this contract are subject to inspection by the Project Authority.

Deliverables may include, but are not limited to written reports, databases, or spreadsheets. If the deliverable is a report then all embedded objects in these reports shall be provided to the department in separate editable electronic files in a format acceptable to the department. All written deliverables (i.e. presentation decks, reports, communiqués and other written documents) developed under this contract will be provided electronically in the following accessible formats: Microsoft 2010 (Word, PowerPoint and Excel) and or compatible version thereof. Some deliverables may also be acceptable in Adobe PDF.

Deliverables and some actions will require review and approval by the Director General, EM, who also has financial signing authority under FAA Section 32 and 34. Therefore payment will not be made unless it has been confirmed that tasks, activities and milestone commitments are being met.

All deliverables MUST be approved by the Project Authority.

2.5 Reporting Requirements

In addition to the timely submission of all deliverables and fulfillment of obligations specified within this contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the department's Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations.

Communication may include: phone calls, electronic mail, mailings and meetings. In addition, the Contractor is to immediately notify the department, Project Lead of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise in a timely manner.

2.6 Project Management Control Procedures

The Project Authority for this contract will be the DG, EM Directorate. The Senior Advisor to the DG will act as Project Lead and will ensure timely delivery and the appropriate quality control of the services delivered according to the timelines of this project.

The individual or company identified in the proposal as the Contractor shall ensure the contract deliverables and deadlines are brought in on time, on budget and of an acceptable quality. The Project Authority shall have the right to reject any service or deliverable that is not considered satisfactory, and require appropriate corrections or amendments before payment is authorized.

2.7 Change Management Procedures

Any changes to the scope of the process will have to be authorized by the Project Lead and addressed through a formal contract amendment.

2.8 Ownership of Intellectual Property

IP form will be completed and DFO will assert Crown ownership of IP rights

3.0 Other Terms and Conditions of the SOW

3.1 DFO Support

The Advisor to the DG (Project Lead) will be responsible for coordinating the overall project, providing asrequired direction and guidance to the Contractor, and accepting and approving Contractor deliverables on behalf of the department.

Additionally, the Project Lead will:

- Ensure that the appropriate personnel or subject matter experts from within the department are available to the Contractor to discuss and provide content, source, and/or reference material, and review deliverables:
- Provide the Contractor with specific policy and/or program related supporting and background documentation and information not easily accessible to the Contractor, including (but not limited to) any government and departmental policies, procedures, guidelines, templates, publications, reports and studies required by the Contractor to complete the identified tasks and deliverables;
- Provide comments on draft documentation within five (5) working days;
- Provide other assistance or support, as required to efficiently execute the requirements of the contract.

The Consultant will not be provided any DFO facilities or equipment to develop deliverables.

Upon contract award, parties will mutually agree to dates for Workshop 1 and 2. Once these dates are identified, 72 hours advance notice will be required to cancel. Any rescheduling will be quickly undertaken and will require that both parties agree on a future date.

3.2 Contractor's Obligations

The Contractor shall be responsible for the following:

- Ensure all activities and deliverables described in this SOW are delivered on time and are of an acceptable quality.
- Keep all documents and proprietary information confidential.
- Meet all tasks and deliverables as identified in section 2.1.
- Return materials belonging to DFO after each workshop session.
- Submit all written reports in electronic copy in an acceptable electronic format as specified in this
 document.
- Participate in teleconferences' as needed.
- Maintain all documentation in a secure and safe manner.
- Attend meetings at DFO sites as and when required.

3.3 Location of Work, Work site and Delivery Point

The majority of the work will be completed at the Consultant's work site. Due to deadlines, the Contractor must be ready to work in close and frequent contact with the Project Lead and other departmental personnel assigned to the project for the full duration of the contract. The Contractor will need to be present at DFO facilities located at 200 Kent St. Ottawa, Ontario, as required for both half day workshops. The Contractor must be escorted by an employee at all times when visiting DFO facilities. There is no authorization for travel.

3.4 Language of Work

The Contractor must be fluent in both Official Languages. Intermediate oral proficiency in both official languages may be required for some internal and workshop discussions.

English will be the language of work for the workshop and any documentation should be bilingual.

Contract #: F5211-180682

Should documents produced by the Contractor be required in French, DFO will not be responsible for translation of any documents?

	Oral	Comprehension	Written
Basic	A person speaking at this level can:	A person reading at this level can: • fully understand very simple texts; grasp the main idea of texts about familiar topics; and, • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
ntermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on action taken; give straightforward instructions to employees; and, provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and, distinguish main from subsidiary ideas.	A person writing at this level can: deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: support opinions, and understand and express hypothetical and conditioned ideas.	A person reading at this level can: understand most complicated details, inferences and fine points of meaning; and, have a good comprehension of specialized or less familiar material.	A person writing at this level can: write texts where ideas are developed and presented in a coherent manner.

3.5 Travel and Living

The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.

3.6 Required Resources or Types of Roles to be performed

The Contractor should have experience in management and leadership development in the context of federal government departments.

Pêches et Océans Canada

Contract #: F5211-180682

ANNEX - B - BASIS OF PAYMENT

CONTRACT PERIOD - Contract Award to September 30, 2019

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

Item #	Description	Unit Type:	Unit Price	Est. # of Units	Exten	ded Price
1	Team-Building				\$	7,657.00
2	Development of NOVA Job Profiles				\$	1,800.00
3	Location and Material Costs				\$	3,000.00
4	Follow-up Sessions				\$	2,000.00
			Total Contr	act Value:	\$	14,457.00

(All Prices in Canadian Dollars (CAD))

1. Travel

The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

2. GST/HST

All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

Public Works and Government Services Canada <u>+</u>

Travaux publics et Services gouvernementaux Canada

14

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Page

PWGSC File No. - Nº de référence des TPSGC

Procurement Hub Fisheries and Oceans Canada

301 Bishop Drive Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor. Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille cr-annexée, au(x) prix indiqué(s).

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

 \mathcal{K} . \mathcal{K} rack \mathcal{K} Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression)

Jan 25, 18

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

S.I. Systems Suite 300, 170 Laurier Avenue West Ottawa, ON

K1P 5V5

Janada

PWGSC-TPSGC 9400-10 (02/97)

NA	
Date of Contract - Date du contrat January 24th,	2019
Contract No N° du contrat F5211-180316	16
Requisition No Nº de la demande	
Order Office Yr Bureau demandeur , An	Serial No. N° de série
FP857 18	0004
Financial Code(s) - Code(s) financier(s)	
62310-411-120-4403-96136-6	3-96136-6
Duty - Droits	
See herein	
F.O.B F.A.B.	
See herein	
Goods and Services Tax - Taxe sur les pro See herein	sur les produits et services
Destination	and the second s
Fisheries and Oceans / DG Resource Mgmt 200 KENT ST. 13TH / FL STN 13029	urce Mgmt 029
Ottawa ON K1A 0E6	
Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:	be made out and sent to: deux copies à:
See herein	
Address inquiries to: Adresser toute demande de renseignements à:	ıts à:
Cal LaKing - Contracting Officer Cal.LaKing@dfo-mpo.gc.ca	
Telephone No. N° de téléphone	Fascimile No. N° de télécopieur
506-478-3581	

Total est. cost - Coût total est. For the Minister - Pour le Ministre \$30,488.00

Digitally signed by

Date: 2019.01.25 13:12:21 -04'00' LaKing, Cal

PART 6 - RESULTING CONTRACT CLAUSES

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior
 written permission of the Contracting Authority (i.e. a new SRCL must be submitted and
 processed following the same procedure as for the initial contract).

6.2 Statement of Work

This bid solicitation is being issued for the requirement of one (1) Professional Services Stream 1.14 Web Developer (intermediate) for the At-Sea Observers' Marine Mammal ID Training Program at Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Annex "A" Statement of Work.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

<u>2010B</u> (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from contract award to March 31st, 2019.

6.5 **Authorities**

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:

Cal LaKing

Title:

Contracting Officer

Department:

Fisheries and Oceans Canada

Directorate:

Material and Procurement Services 301 Bishop Drive Fredericton, NB E3C 2M6

Address: Telephone:

506-478-3581

506-452-3676

Facsimile:

E-mail address: Cal.LaKing@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 **Project Authority**

Name:

Kendra Moore

Title:

Fisheries and Aquaculture Management Officer

Department: Address:

Fisheries and Oceans Canada 200 Kent St, Ottawa ON K1A 0E6

Telephone:

(613) 290-2344

E-mail address: Kendra.Moore@dfo-mpo.qc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name:

Audra Tettenborn

Organization:

S.I.Systems

Address:

Suite 300, 170 Laurier Avenue West Ottawa, ON K1P 5V5

Telephone:

E-mail address:

6.6 **Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

Contract Number: F5211-180316

6.7 Payment

6.7.1 Basis of Payment

The Contractor will be paid a firm periderm rate as per Annex "B" Basis of Payment, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

6.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.7.3 Limitation of Expenditure

- **6.7.3.1** Canada's total liability to the Contractor under the Contract must not exceed \$30,488.00. Customs duties are included and Applicable Taxes are extra.
- 6.7.3.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- **6.7.3.3** If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.8 Method of Payment (Monthly Payment)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

Contract Number: F5211-180316

6.9 Accounts and Audit

6.9.1 The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

- 6.9.2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 6.9.3 Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 6.9.4 The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

6.10 Invoicing Instructions

Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: <u>DFO.invoicing-facturation.MPO@canada.ca</u>
CC: <u>Andrea.Gibson@dfo-mpo.gc.ca</u>

The Contractor must submit invoices in accordance with the section entitled invoice submission of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

6.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.12 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) <u>2010B</u> (2018-06-21) General Conditions Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Supply Arrangement Number E60ZT-180027/133/ZT; and
- (f) the Contractor's bid dated December 20th, 2018.

6.15 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.16 Replacement of Specific Individuals

- If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the

Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

6.17 Ownership

- Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.18 Government of Canada Web Standards

The Work must comply with the Government of Canada standards established by the Treasury Board, that include the <u>Standard of Web Accessibility</u>, the <u>Standard on Web Interoperability</u>, and the <u>Standard on Optimizing Websites and Applications</u> for Mobile Devices.

In addition, the Work must comply with the standards and guidelines developed by the department or agency for whom the Work is being performed. Such standards and guidelines are available from the department or agency's Web Standards Centre of Expertise

6.19 Limitation of Liability – Information management/Information Technology

a. Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. First Party Liability:

- i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section entitled "Intellectual Property Infringement and Royalties";
 - **B.** physical injury, including death.

Contract Number: F5211-180316

- ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" used to order services under this instrument).
- vi. In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract.
- vii. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. Third Party Claims:

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible

personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.

iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

6.20 Intellectual Property Infringement and Royalties

- The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

Contract Number: F5211-180316

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A" STATEMENT OF WORK

1. Title

At-Sea Observers Marine Mammal Identification Training Program Development

2. Objective

Fisheries and Oceans Canada requires the services of one (1) intermediate Web Developer to develop an accessible and interactive web-based training for At-Sea Observers in Canada to increase accurate, detailed and consistent reporting of marine mammal species across Canada.

3. Requirements

3.1 Scope of Work

A contractor will be required to design and develop a web-based bilingual training program for At-Sea Observers to learn how to accurately identify marine mammal species on the Pacific or Atlantic coasts of Canada. The product expected is a web-based learning program that is interactive and uses Articulate storyline software to communicate information with the learner, and uses the latest Wet 4.0 standards for coding to ensure the program output is compatible to be available on a webpage platform.

3.2 Tasks

- A) Finalize transcript for the course based on program content to include instructions and other necessary text (content for the program has already been created in both English and French). The program is divided by coast and includes information per marine mammal species. The program includes a short multiple course guiz for user.
- B) Design and develop the draft version of the course, including interactive elements (multimedia content provided), for DFO staff review.
- Finalize course based on feedback from DFO, and ready to be uploaded on a website platform.

3.3 Deliverables

- A) At-Sea Observer Program (General)
 - I. Production and delivery of a web-based interactive training program for At-Sea Observers in Canada.
 - II. Course duration should take approximately 90 minutes.
 - III. Course should be in both English and French.
 - IV. Program should be accessible at <website to be confirmed>.
 - V. Status updates for Project Authority monthly.
 - VI. Draft product should be ready for Project Authority review by February 28, 2019.
 - VII. Incorporate revisions and feedback of Project Authority.
 - VIII. Final product should be ready for launch by March 31, 2019.

B) Course Transcript

- IX. Revise and finalize the course transcript.
- X. Course transcript should be based on program content and should provide the information needed to train At-Sea Observers to learn how to accurately identify marine mammal species.
- XI. Transcript should also include a short multiple choice quiz for the user.
- XII. Transcript should apply to both the Pacific and Atlantic Coasts.
- XIII. Transcript should be available in both English and French.
- XIV. Transcript should be ready for Project Authority review by January 31, 2019.
- XV. Incorporate revisions and feedback of Project Authority.
- XVI. Transcript should be ready for launch by January 31, 2019.

B) Design and development

- I. Design and development of the web content, including all necessary interactive elements (multimedia content provided by DFO).
- II. All web content should be available in both French and English.
- III. Draft should be ready for DFO review by February 28, 2019.
- IV. Incorporate revisions and feedback of Project Authority.
- V. Final product should be ready for launch by March 31, 2019.

4. Change Management Procedures

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5. Method and Source of Acceptance

All services rendered under any Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any service that is not considered satisfactory, or require their correction before payment will be authorized.

6. Location of Work

Contractor is expected to complete the work at their work site.

7. Travel and Living

The crown will not reimburse the contractor for any travel and/or living expenses as part of the contract.

Contract Number: F5211-180316

8. Language of Work

All requirements for completion of the project will be provided in English and French.

The proposed resource must be fluent in English and French. Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level. Please see below legend.

Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations.	 A person reading at this level can: fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: • sustain a conversation on concrete topics; report on actions taken; • give straightforward instructions to employees; and • provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas.	A person writing at this level can: • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: support opinions; and understand and express hypothetical and conditional ideas	A person reading at this level can: understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material.	A person writing at this level can: • write texts where ideas are developed and presented in a coherent manner.

ANNEX "B" BASIS OF PAYMENT

Contract Period March 31 st ,	(Award to 2019)	(A)	(B)	(C)
Category of Personnel	Level of Expertise	Estimated # of Days	Firm Daily Rate	Total Cost C = (A x B)
1.14 Web Developer	Intermediate			\$30,488.00
All-inclusive Price (excluding taxes)				\$30,488.00

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) ÷ 7.5 hours

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

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PWGSC File No. - Nº On reference dus 175 GC F5211-180591

Contract No. - Nº & contrat F5211-180591 Date of Contract - Oake du contract 2019-01-24

Requiente No. - Nº de la demande

Or der Office Bureau demendeur

Fisheries and Oceans Canada 301 Bishop Drive Frodencton, NB E3C 2M5

CONTRACT - CONTRAT

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Note vais denatobus de verars à Sa Napez è il Reen du chef du Chest, suc combons francis en un ribanza par referez denni ille présentés et sus sintales di glantés, les antocs et les services formes dens les présents et sur toute faulte de annexes, aut a) pri mégables.

S.R. ACCOUNT EXECUTION

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Endices. Original and two copies em to be muce out and sent to Factures. Remails et envioyer campral at data copies à

DEO.Invaidne-facturation.HEO.Beanada.ca CC.Anne.bouleacr@do-mpo.oc.ca

Address inquiries to Adresser toute demande de renseignements à

Jean-Pierre deVink Procurement officer

Goods and Services Tax - Taxe sur les produits et serveus included

Fisheries and Oceans Canada 200 Kent St Ottawa, ON K1A 066

Return signed copy forthwith - PMere be ridburner une copie dûment signer immédiatement

Altis Professional
102 Bank Street, 2nd floor
102 Bank Street, 2nd floor
102 Bank Street, 2nd floor
119 5194
E-mail: josee@aktsprofessional.com

PWGSC TPSGC 9400-10 (02/97)

Platen and Fascinde No H* Or LONCOS 62 506_4688-3676 THE CENT Telephone No in or Language 506 478-3850 Total est, cost - Coût total est. 179,925.00

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s.20(1)(b) s.20(1)(c)



Travaux publics et Bervices gouvernemente Canada Canada'

Contract: F5211-180591

The Contractor's THS Supply Arrangement (SA) no. EN578-060502/141/ZT and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

Background and Description of Work

The department of Fisheries and Oceans Canada requires the services of an Advanced Technical Writer: Stream 5 – Sub-Stream 5C (writer)

2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly rates and total cost of contract.

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
Rhonda Francis	Stream 5 – Sub-Stream 5C (writer) Advanced	Secret	N			\$179,925.00
				S	UBTOTAL:	\$179,925.00

3. Work Location

200 Kent Street, Ottawa, Ontario, K1A 0E6.

Articles of Agreement

1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **SECRET**, issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS OR SECRET, granted or approved by CISD/PWGSC.

Trevaux publics et Bervioss gouvernementaux Canada Canada

Contract: F5211-180591

- 1.3 The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- 1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
- 1.5 The Contractor must comply with the provisions of the:
 - 1. THS Generic Security Requirements Check List EN578-060502-SA3, EN578-060502-SA4, attached at Annex "C" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
 - 2. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise. Classifications Table of Contents (Version 1)

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by <u>Public Works and Government Services Canada</u>.

3.1 General Conditions

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract December 9th 2019 inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:

Jean-Pierre deVink

Title:

Procurement Officer

Department:

Fisheries and Oceans Canada material and procurement services

Directorate: Address:

301 Bishop drive

Fredericton, NB

E3C 2M6

Travaux publics at

Canadä

Contract: F5211-180591

Telephone: Facsimile:

506-478-3850 506-452-3676

E-mail address: Jean-Pierre.devink@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

The Project Authority for the Contract is:

Name:

Matt Bartley

Title:

A/Director

Organization:

Fisheries and Oceans Canada

Address:

200 Kent St. Ottawa, ON

K1A 0E6

Telephone:

(613) 990-5374

E-mail address: matt.bartley@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name:

Josée Maillet

Title:

Senior Account Executive

Organization: Address:

Altis Professional 102 Bank Street

2nd Floor Ottawa, ON K1P 5N4

Telephone:

613-230-5350

Facsimile:

613-230-1623

E-mail address: josee@altisprofessional.com

6. Payment

6.1 Basis of Payment

The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

 Canada's total liability under the Contract will not exceed \$ 179,925.00 GST or HST extra.

2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- iii. If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.

The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

 In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

- All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

- MasterCard
- Direct Deposit

7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.

Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

9. Access to Canada's Facilities

- The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
- 2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation;
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
- Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
- Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9062C	2011-05-16	Canadian Forces Site Regulations
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

13. Priority of Documents

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- 1. the Articles of Agreement;
- 2. 2010B (2018-06-12) Conditions Professional Services (Medium Complexity);
- 3. Annex "A" Statement of Work;
- 4. Annex "B" Security Requirements Check List;
- 5. Annex "C" Language Proficiency Grid;
- the Contractor's THS Supply Arrangement (SA) no. EN578-060502/141/ZT
 the Contractor's bid dated January 2nd 2019.

ANNEX "A" - STATEMENT OF WORK

Title: Professional Communications Strategist / Writer - Advanced

Introduction:

To provide communications strategic planning and professional writing services for a variety of sensitive Fisheries and Oceans Canada projects, in support of the department's current transformation agenda, and plans for significant departmental changes to modernize the its business and systems.

Scope of Work:

The contractor's resource is required to write for a variety of media and in different styles, for various audiences, including but not limited to: web, internal messages from senior management, newsletter articles, key messages, communications strategies and media lines. These written products are linked to the Department's transformation agenda to modernize its business and become a more efficient organization, by providing Canadians with better value for their investment.

The contractor will work due to a temporary workload increase for which insufficient permanent staff is available.

Tasks, Activities, Deliverables and Milestones

The contractor is responsible for the following:

- Strategic and operational communications advice to senior managers on a weekly basis;
- Communications strategies and plans for both external and internal stakeholders, in support of a major business transformation agenda;
- Negotiating and writing communications strategies, approaches and products on behalf
 of the Fisheries and Harbour Management Sector, in collaboration with other sectors of
 the Department of Fisheries and Oceans; and
- Developing a Communications Strategy and executing it.

Specifications and Standards:

Material must comply with the Government of Canada Communications Policy and Fisheries and Oceans' Communications Guidelines and templates.

Material written for the public-facing website must comply with the Canada.ca Style Guide and Information Architecture Specification.

Technical, Operational and Organizational Environment:

- Contract must provide services identified by the Project Authority;
- Workload anticipated to average four days per week (subject to change based on operational requirements);
- Contractor must be available to work overtime, often on short notice, and;
- Contractor must be available to work on site when needed, to work on urgent and secret
 projects and for meetings with clients.

Reporting Requirements:

Bervices gouvernementaux Canada Canadä

Contract: F5211-180591

To be negotiated and specified upon contract award.

Project Management Control Procedures:

Contractor will develop a work plan and timelines in consultation with the Project Authority, and report weekly on progress and issues.

Ownership of Intellectual Property:

Materials developed become the property of the Government of Canada.

Location of Work, Work Site and Delivery Point:

Work to be completed mostly on site at 200 Kent Street, Ottawa, Ontario, K1A 0E6.

Language of Work:

Language of work will be English - Advanced in accordance with the grid found in Annex "C".

Project Schedule:

The Project Authority and the contractor will have deliverables and communications products due over the period leading up to deadlines imposed by various project management plans. There is currently not a strict timeline, except for some short term project targets, which may change.



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Contract: F5211-180591

ANNEX "B" - SECURITY REQUIREMENTS

Government Gouvernement of Canada du Canada	Contract Number / Numéro du contrat FP858-18-0014	
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Contract: F5211-180591

Government Gouvernement du Canada

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Contract Number / Numero du contrat	
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Security Classification / Classification de sécurité UNCLASSIFIED	

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9. Will the sup	oplier require access to extremel	y sensitive INFOSEC information or assets?	No Yes
Le foumiss	eur aura-t-il accès à des renseig	nements ou à des biens INFOSEC de nature extrêmement délicate?	Non Oui
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10. b) May un	REMARQUE: Si plusieurs no screened personnel be used for	reaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit portions of the work?	No Yes
		ire peut-il se voir confier des parties du travail?	NonOui
	will unscreened personnel be es		No Yes
Dans I'	affirmative, le personnel en ques	ition sera-t-it escorte?	Non Oui
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		et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou	
CLASS	SIFIES?		
		rd COMSEC information or assets?	No Yes
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		repair and/or modification) of PROTECTED and/or CLASS/FIED material or equipment	✓ No Yes
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			No Yes
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renseig	nements ou des données PROTÉ	EGES et/ou CLASSIFIES?	
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		ie supplier's (1 systems and the government department or agency? re le système informatique du fournisseur et celui du ministère ou de l'agence	NonOui
	nementale?		
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		UNCLASSIFIED	Canadä



Public Works and Government Services Canada Trevaux publics et Services gouvernementaux Canada Canadă

Contract: F5211-180591



Government of Canada

Gouvernement du Canada Contract Number / Numero du contrat

FP858-18-0014

Security Classification / Classification de sécurite

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Security Classification / Classification de sécurité UNCLASSIFIED

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Travaux publics et Bervices gouvernementaux Canada

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Contract: F5211-180591

ANNEX "C" - LANGUAGE PROFICIENCY GRID

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: Ask and answer questions; Give simple instructions; and Give uncomplicated directions relating to routine work situations.	A person reading at this level can: Fully understand very simple texts; Grasp the main idea of texts about familiar topics; and Read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine jobrelated tasks.	A person writing at this level can: Write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: Sustain a conversation on concrete topics and report on actions taken; Give straightforward instructions to employees; and Provide factual descriptions and explanations.	A person reading at this level can: Grasp the main idea of most work-related texts; Identify specific details; and Distinguish main from subsidiary ideas.	A person writing at this level can: Deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: Support opinions; and Understand and express hypothetical and conditional ideas.	A person reading at this level can: Understand most complex details, inferences and fine points of meaning; and Have a good comprehension of specialized or less familiar material.	A person writing at this level can: Write texts where ideas are developed and presented in a coherent manner.



Fisheries and Oceans Canada Pêches et Océans Canada

PURCHASING OFFICE – BUREAU DES ACHATS

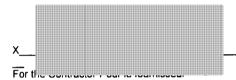
Procurement Hub | Centre d'approvisionnement Fisheries and Oceans Canada | Pêches et Océans Canada 200 Kent Street | 200 rue Kent Ottawa, ON K1A 0E6

Email - courriel: Jessica.pickard@dfo-mpo.gc.ca

CONTRACT - CONTRAT

You are requested to sell to Her Majesty the Queen, in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price or prices set out thereof.

Nous vous demandons de vendre à sa Majesté la Reine du Chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les biens, services et construction énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).



Comments: - Commentaries:

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

E60ZT-180028/145//ZT QMR Consulting & Professional Staffing 75 Albert Street, Suite 906 Ottawa, Ontario K1P 5E7

Pickard Digitally signed by Pickard, Jessica Date:

Jessica 2019.01.31
15:39:09 -05'00'

Title – Sujet Procurement Spe	cialist	Date January 30th 2019				
Solicitation No. – N° de l'invitation FP802-180251						
Client Reference FP919-18021	No No. de référence du	ı client				
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci- inclus	Duty - Droits See herein — Voir ci-inclus				
Destination of G services See herein — Voi	oods and Services - Dest	inations des biens et				
Instructions See herein — Voir ci-inclus						
Address Inquiries to – Adresser toute demande de renseignements à Jessica Pickard						
Email – courriel:						

Delivery Required – Livraison exigée See herein — Voir ci-inclus	Delivery Offered – Livraison proposée				
Vendor Name, Address and Represe et représentant du fournisseur/de l'e QMR Consulting & Professional Staffir 75 Albert Street, Suite 906 Ottawa, On	ng				
Telephone No. – No. de téléphone 613-234-6654	Facsimile No. – No. de télécopieur				
Name and title of person authorized or print) – Nom et titre de la person fournisseur (taper ou écrire en cara	ne autorisée à signer au nom du				
Dan Moorcroft, President/ CEO					

Jessica.pickard@dfo-mpo.gc.ca

Sig Date January 31, 2019



File No. - N° du dossier

1.1	SECURITY REQUIREMENTS	3
1.2	STATEMENT OF WORK	
1.3	STANDARD CLAUSES AND CONDITIONS	
1.4	TERM OF CONTRACT	3
1.5	AUTHORITIES	
1.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	4
1.7	PAYMENT	
1.8	METHOD OF PAYMENT	
1.9	ELECTRONIC PAYMENT OF INVOICES - CONTRACT	5
1.10	ACCOUNTS AND AUDIT	5
1.11	TIME VERIFICATION	
1.12	INVOICING INSTRUCTIONS	
1.13	NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT	
	OFFICES	
1.14	CERTIFICATIONS COMPLIANCE	
1.15	APPLICABLE LAWS	
1.16	PRIORITY OF DOCUMENTS	
1.17	TRANSLATION OF DOCUMENTATION	
1.18	REPLACEMENT OF SPECIFIC INDIVIDUALS	
1.19	OWNERSHIP	
1.20	LIABILITY	
1.21	INTELLECTUAL PROPERTY INFRINGEMENT AND ROYALTIES	7
ANNE	X "A"	9
STATI	EMENT OF WORK	9
ANNE	K "B"	14
BASIS	OF PAYMENT1	L4
ANNE	K "C"	15
SECU	RITY REQUIREMENTS CHECK LIST	L5

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021 Amd, No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1.1.1

- The supplier and its personnel who require access to classified informations.
 SECURITY CLEARANCE at the SECRET level issued by Canada and approved be
- The supplier and all individuals assigned to work on the contract or a PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be award permission of Fisheries and Oceans Canada (i.e. a new SRCL must be submitted)

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services for a Procurement Support Specialist for the Department of Fisheries and Oceans under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract award to March 31, 2019 inclusive.

1.5 Authorities

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name: Department of Fisheries and Oceans

Contact Name: Jessica Pickard Telephone: 343-548-5011

E-mail address: <u>Jessica.pickard@dfo-mpo.gc.ca</u>

Page 3 of - de 17

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

1.5.2 Project Authority

Department Name and Address: Department of Fisheries and Oceans

Contact Name: Wendy Wu Telephone: 613-203-2076

E-mail address: wendy.wu@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Contact Name: Evelyn Speers Telephone: 613-234-4972

E-mail address: evelyn.speers@qmrconsulting.com

1.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.7 Payment

1.7.1 Basis of Payment - Limitation of Expenditure

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$21,375.00. Customs duties are included, and Applicable Taxes are extra.

1.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

1.8 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada

Page 4 of - de 17

CCC No /N° CCC - FMS No /N° VME

1.9 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

a. Direct Deposit (Domestic and International)

1.10 Accounts and Audit

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.11 Time Verification

Time charged and the contract price of incidental materials used are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

1.12 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed

- 1.12.1 Payments will be made provided that:
 - 1.12.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

1.13 No Responsibility to Pay for Work not performed due to Closure of Government Offices

(a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not

Page 5 of - de 17

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.

(b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.14 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

1.15 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.16 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions <u>2010B</u> (2018-06-21), General Conditions Professional Services (Medium Complexity)
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Check List;
- (f) Supply Arrangement Number E60ZT-180028/145//ZT; and
- (g) the Contractor's bid dated January 23rd, 2019

1.17 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.18 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021 Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:

- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.19 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.20 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.21 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A" STATEMENT OF WORK

1.0 SCOPE

1.1 TITLE

Coordinating procurement activities and preparing all relevant documentation required for the various procurement needs for the Fish and Fish Habitat Protection Program.

1.2 ORGANIZATION

Ecosystem Management Directorate, Fisheries and Oceans Canada (DFO)

1.3 CONTRACT PERIOD

Contract Award - March 31, 2019

1.4 OBJECTIVES

The objective of this contract is to acquire the support of a procurement specialist to coordinate procurement activities and prepare procurement documents and forms for the Fish and Fish Habitat Protection Program (the Program).

More specifically, anticipated activities of the contract include:

- 1. Working with the Program experts to plan and coordinate procurement activities including financial estimates, business requirements and contracting options
- 2. Providing briefings on progress and concerns of procurement (Contract process management)
- 3. Planning, coordinating, preparing and controlling documentation for procurement plan and process, depending on method of procurement
- 4. Preparing, reviewing and/or finalizing Statement of Work for potential procurement
- 5. Preparing selection methodologies, evaluation plans, evaluation criteria (mandatory and point rated) and evaluation schedules for procurement
- 6. Developing, planning, analyzing, evaluating and prioritizing deliverables and requirements (Bid evaluation)
- 7. Identifying potential problems and propose solutions
- 8. Ensuring management staff is provided with timely and accurate information and status updates on contracts

Due to staff changes, the Program now has limited resources to effectively manage the procurement process and further there is increased expectations and pressure given the recent Fisheries Act mandate commitment and investments in Program renewal.

1.5 BACKGROUND, ASSUMPTIONS AND SCOPE OF THE REQUIREMENT

The Fish and Fish Habitat Protection Program (the Program) is currently in the process of significant transition and change. The Program is seeking a procurement specialist to assist with planning, coordinating, and preparing the procurement activities and supporting documentation that will allow the Program to more efficiently and effectively manage their contracting needs (both immediate and future).

2.0 REQUIREMENTS

2.1 ANTICIPATED TASKS, ACTIVITIES, DELIVERABLES AND MILESTONES

The contractor is responsible for the delivery of the activities outlined in the table below and coordination with DFO for all revisions and deliveries of materials.

Phases (tasks/activities)	Deliverables/Milestones
Task 1: Assess contracting needs of the Program for 2018-19 and beyond.	Meet with DFO (NCR), to understand and identify the most pressing contracting needs.
Task 2: Identify, plan, and coordinate procurement process and activities for the Program.	Prepare a Procurement Plan for the Program (identifying contracting options, cost estimates, etc.)
Task 3: Preparing Statements of Work and the relevant forms identified in the Procurement Plan	Complete Statements of Work and other procurement forms for all the contracting needs identified in the Procurement Plan.
Task 4: Coordinate and liaise with DFO Procurement Hub to establish contracts.	Contracts established for all contracting needs identified in the Procurement Plan.
Task 5: Reporting progress of the contracts and propose solutions.	A progress report on the contracts in the Procurement Plan.
Task 6: Preparing selection methodologies, evaluation plans, evaluation criteria (mandatory and point rated) and evaluation schedules for procurement.	Evaluation plans, methodologies, criteria, and schedules for various contracts.

CCC No./N° CCC - FMS No./N° VME

2.2 SPECIFICATIONS AND STANDARDS

All services rendered and deliverables completed in response to a contract shall be in compliance with all relevant departmental/agency and Government of Canada Acts. codes, regulations and policies in effect at the time.

2.3 METHOD AND SOURCE OF ACCEPTANCE

The Contractor shall provide the department/agency with the services described in this contract and shall ensure the completion of all deliverables in a timely and responsive manner. All reports, deliverables and services rendered under this contract are subject to inspection by the Project Authority and, for technical components, the department/agency Technical Lead.

Deliverables may include but are not limited to written reports and forms, editable files or spreadsheets. If the deliverable is a report then all embedded objects in these reports shall be provided to the department/agency in separate editable electronic files in a format acceptable to the department/agency. All written deliverables (i.e. statement of work, procurement forms, reports, communiqués and other written documents) developed under this contract will be provided electronically in the format are to be received in the following accessible formats: Microsoft 2010 (Word, PowerPoint and Excel) and or compatible version thereof. Some deliverables may also be acceptable in Adobe PDF.

2.4 REPORTING REQUIREMENTS

In addition to the timely submission of all deliverables and fulfillment of obligations specified within this contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the department/agency's Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations.

Communication may include: phone calls, electronic mail, faxes, mailings and meetings. In addition, the Contractor is to immediately notify the department/agency's Project Authority of any issues, problems, or areas of concern in relation to any work completed for this contract, as they arise.

In relation to this contract, the Contractor shall provide periodic written progress reports and various ad hoc verbal status updates to the department/agency's Project Authority. Upon request from the department/agency's Project Authority, the Contractor shall submit status reports that identify the activities that the Contractor accomplished since the last status report, those that were planned but not

accomplished since the last status report and those planned for the next reporting period.

2.5 PROJECT MANAGEMENT CONTROL PROCEDURES

The department/agency's Project Authority and Technical Lead (where applicable) will meet with the Contractor and/or review all materials submitted by the Contractor as deliverables. The department/agency's Project Authority will provide comments to the Contractor indicating any changes or revisions required to the written deliverables.

Meetings to review the deliverables will be held periodically at the department/agency Project Authority's location, or take place via conference call or video conference. Required documents for discussion shall be provided by the Contractor to the department/agency's Project Authority a minimum of forty-eight (48) hours in advance of the meeting.

The management by the Contractor of service delivery in relation to this contract shall be undertaken in accordance with all applicable Acts, Codes, departmental/agency and/or federal government regulations, policies and procedures (as defined in Section 2.2) and in accordance with best practices of the public involvement/consultation and project management fields.

The Contractor shall ensure that all deployed resources are accredited and properly trained to fulfil their responsibilities. In addition, the Contractor is required to ensure that all of its assigned resources are operating at all times in accordance with all applicable legislation, regulations, codes and policies.

The individual identified in the proposal as the Project Coordinator or Technical Authority shall ensure the contact deliverables and deadlines are brought in on time, on budget and of an acceptable quality (i.e. submission of progress reports, system tests, etc.). The Project Authority shall have the right to reject any service or deliverable that is not considered satisfactory, or require their correction before payment will be authorized.

2.6 CHANGE MANAGEMENT PROCEDURES

The Contractor shall propose (in writing) any changes to the scope of work under this contract, for the consideration and agreement by the department/agency's Project Authority and Technical Lead (where applicable). In identifying a suggested change, the Contractor shall identify why they are recommending the change, the estimated cost of the change, and the impact on resources (Contractor and Crown) and project deliverables.

No changes will be implemented to this contract without first obtaining the approval of the department/agency's Project Authority, and upon receipt of a formal amendment to the contract signed by the Project Authority. The Contractor shall not proceed with work outside of the scope of the contract without the prior written authorization of the Project Authority.

3.4 LOCATION OF WORK, WORK SITE AND DELIVERY POINT

All personnel assigned to any contract resulting from this RFP must work by correspondence and will not be provided office or work space by DFO.

3.5 LANGUAGE OF WORK

All materials related to procurement should be developed in English.

3.9 TRAVEL AND LIVING

There must be no travel and living expenses incurred by the contract. All work must be completed by correspondence.

4.0 PROJET SCHEDULE

4.1 EXPECTED START AND END DATES

The completion date of this contract is March 31, 2019, by which time all deliverables and reports must be submitted for payment to be invoiced.

Extension provision:

In the event that required work, as stipulated in this contract, is not completed by the official end date of March 31, 2019, there will be no additional funding provided to continue the work; project operations will seize and so will any requisite payments.

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021

Amd. No. - N° de la modif.

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "B" BASIS OF PAYMENT

Period	All-inclusive fixed Per-Diem Rate	Volumetric Data (estimated)	Total
	A	В	C = A x B
Period Contract Award - March	31 st 2019		
Intermediate Resource – 10.7 Procurement Specialist Resource Name : Jason Albert			\$21,375.00
		Total:	\$21,375.00
		Applicable Taxes	\$2,2778.75
		Total:	\$24,153.75

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) ÷ 7.5 hours

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021 Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

SECURITY REQUIREMENTS CHECK LIST (SRCL LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉ ART A CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE 1. Ongenating Government Department or Organization / Branch or Ministère ou organisme gouvernemental d'origine Fisheries and Oceans Canada Ecosysk 3. a) Subcontract Number / Numéro du contrat de sous-treitance 3, b) Name and Address of Subconf 4. Brief Description of Work / Brève description du travail 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-1-il accès à des marchandises contrôlées? 5. b) Will the supplier require access to unclassified military bechnical data subject to the provisions of the Tec Regulations? Le fournisseur aura-t-il accès à des données techniques mittaires non classifiées qui sont assujetties au sur le contrôte des données techniques? 6 indicate the type of access required / indiquer le type d'accès requis 8 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or a Le fournisseur ainsi que les employes auront-ils accès à des rensetgnements ou à des biens PROTÉGÉ (Specify the level of access using the chart in Question 7. c) (Préciser le riveau d'accès en utilisant le tableau qui se trouve à la question 7, c) (6 b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted a PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d' à des renseignements ou à des biens PROTÉGÉS evou CLASSIFIÉS n'est pas autonsé. 6. c) is this a commercial courier or delivery requirement with no evernight storage? S'agri-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? 7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information Canada **MATO / OTAN** 7 b) Release restrictions / Restrictions relatives à la diffusion No release restrictions All NATO countries Aucune restriction relative Tous les pays de l'OTAN à la diffusion Not releasable À ne pas diffuser Restricted to: / Limité à : Restricted to: / Limité à : Specify country(res). J Préciser le(s) pays Specify country(les): / Preciser le(s) pays: The property of the second sec

Contract Number - N° de contrat FP802-180251 Client Ref. No. - N° de réf. du client FP919-18021

Amd. No. - N° de la modif.

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File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

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	supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
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If Yes, classify this form by annotating the top and bottom in the area outified "Security Classificat



Travaux publics et Services gouvernementaux Canada Public Works and Government Services Canada

Fisheries and Oceans Canada | Pêches et Océans Procurement Hub | Centre d'approvisionnement

301 Bishop Drive | 301 promenade Bishop Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s). Nous vous demandons de vendre à Sa Majesté la Reine du chef du

Signature Name, title of person authorized to sign (type or print). Nom et titre du signataire autorisé (caractère d'impression) The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

2/18/2019 Date

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

E.S. Tunis & Associates Ottawa, ON K1S 2G8 2B-268 First Avenue

PWGSC-TPSGC 9400-10 (02/97)

Digitally signed by LeBlanc, Roger 506-452-3676 506-447-2596 Telephone No. N° de téléphone

Canadä

Total est. cost - Coût total est. For the Minister - Pour le Ministre LeBlanc, Roger \$21,600.00

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à: Serial No. N° de série g e Fascimile No. N° de télécopieur 007 Goods and Services Tax - Taxe sur les produits et services DFO.invoicing-facturation.MPO@canada.ca 6H100-317-120-4403-96242-6 Roger LeBlanc - Senior Contracting Officer Fisheries and Oceans/ Pêches et Océans Adresser toute demande de renseignements à: 6 February 2019 PWGSC File No. - Nº de référence des TPSGC F5211-180786 F5211-180786 HMES, Director General's Office Financial Code(s) - Code(s) financier(s) 18 Roger.LeBlanc@dfo-mpo.gc.ca Requisition No. - Nº de la demande Date of Contract - Date du contrat Contract No. - Nº du contrat Ottawa, ON K1A 0E6 Order Office Bureau demandeur 200 Kent Street Address inquiries to: FP918 F.O.B. - F.A.B. Duty - Droits Destination included

N/A

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CONTRACT CLAUSES

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.1 Security Requirements

There is no security requirement applicable to this Contract.

Security Clauses #1 - No Security Requirement, escort required at DFO site(s)

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services Stream 9.4 Organizational **Development Consultant for Fisheries and Oceans Canada under the ProServices Supply** Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

Standard Clauses and Conditions 1.3

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policy-and-guidelines/standardacquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract award to June 30, 2019 inclusive.

1.5 **Authorities**

1.5.1 Contracting Authority

Contact Name: Roger LeBlanc

-

Fisheries and Oceans

Canada

Department:

Directorate:

Title:

Pêches et Océans

Canada

Senior Contracting Officer
Fisheries and Oceans Canada
Material and Procurement Services

Address: 301 Bishop Dr. Fredericton, NB

E3C 2M6

Telephone: (506) - 447-2596 Facsimile: (506) - 452-3676

E-mail address: Roger.LeBlanc@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Contract: F5211-180786

1.5.2 Project Authority

The Project Authority for the Contract is:

Contact Name: Nicholas Winfield Title: Director General

Directorate: Ecosystems Management

Branch: Ecosystems and Fisheries Management

Address: HMES, Director General's Office

200 Kent Street Ottawa, ON K1A0E6

Telephone: 613-998-9088

E-mail address: Nicholas.Winfield@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Contact Name: Susan Snider
Title: Senior Associate

Organization E.S. Tunis and Associates Inc.

Address: 2B-268 First Avenue Ottawa, ON K1S2G8

Telephone: 613-594-3033

E-mail address:

1.6 Payment

1.6.1 Basis of Payment – Fixed Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ 21,600.00. Customs duties are excluded and Applicable Taxes are extra.

1.7.1.1 All prices and amounts of money in the Contract are exclusive of the Goods and

Pêches et Océans Canada

Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

1.7.1.2 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

1.6.4 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

1.7 Method of Payment

1.7.1 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

1.8 Invoicing Instructions

- The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
- 2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: <u>DFO.invoicing-facturation.MPO@canada.ca</u> CC: AP Coder: Natasha Clark

1.9 Accounts and Audit

1 The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.

- Contract: F5211-180786
- 2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.10 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.11 Certifications Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

1.12 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

1.13 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions <u>2010B</u> (2018-06-21);
- (c) Annex A, Statement of Work:
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated January 11, 2019.

Basis for Canada's Ownership of Intellectual Property

1.14

Canada

The Department of Fisheries and Oceans has determined that any intellectual property rights arising from the performance of the Work under the Contract will belong to Canada, as it consists of copyright, which does not correspond to computer software or to any documentation pertaining to that software.

Contract: F5211-180786

1.15 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.16 Replacement of Specific Individuals

- If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and
 - b) Proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

1.17 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.18 Identification Protocol Responsibilities

The Contractor will be responsible for ensuring that any of its resources, representatives or subcontractors complies with the following self-identification requirements:

- a. Contractors who attend a Government of Canada meeting (whether internal or external to Canada's
 offices) must identify if they are a Contractor prior to the commencement of the meeting, to ensure
 that each meeting participant is aware of the fact that the individual is not a Government of Canada
 employee;
- b. During the performance of any Work at a Government of Canada site, the Contractor must be clearly identified at all times as being a Contractor; and
- c. If a Contractor requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as a Contractor in all electronic mail including the signature block as well as under "Properties". This identification protocol must also be used in all other correspondence, communication, and documentation;
- d. If Canada determines that the Contractor are in breach of any obligation stated in this clause, upon written notice from Canada the Contractor must submit a written action plan describing the corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client or the Contracting Authority, and twenty working days to rectify the underlying problem; and
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

1.19 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.20 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or

- Contract: F5211-180786
- b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
- c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
- d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A" STATEMENT OF WORK

ORGANIZATION DEVELOPMENT SUPPORT FOR THE ECOSYSTEM MANAGEMENT LEADERSHIP TEAM AT FISHERIES AND OCEANS CANADA

1.0 Scope

1.1 Title

Contractor with expertise in organizational transformation, leadership development and strategy to conduct a diagnostic, recommend approaches, and design and execute appropriate leadership interventions to strengthen the performance of the executive team of the Department of Fisheries and Oceans (DFO) Ecosystems Management Directorate (EM). The work includes the collective development of a Strategy Map, which will help to build a shared sense of purpose and a common understanding of the strategic direction of EM.

1.2 Introduction

As a Directorate, EM is transitioning through multiple changes. Mandate commitments and funding initiatives are driving the evolution of its programs. The staff complement is growing and two new members have joined the ranks of the executive team to lead new and enhanced areas of work.

This initiative focuses on the role and performance of EM's executive team as a significant element of success of the EM transition. Building on coaching support already in place to individual executives, this is an opportunity to strengthen how executives work together as a team, reflect on common purpose and strategy, and build an approach to integrated leadership which is sustainable over the long term and builds on the strengths of each individual executive on the team.

1.3 Contract Period

The services of the Contractor will be required to commence upon Contract Award. The scheduled completion date of this contract is June 30, 2019.

1.4 Objectives of the Requirement

EM is seeking the professional services of a Contractor with expertise in organizational transformation, leadership development and strategy to conduct a diagnostic of the EM executive team dynamics and performance, recommend approaches and implement appropriate leadership interventions to strengthen the team. One of these leadership interventions will be the development of a Strategy Map for EM programs.

This exercise will assist the Director General and its executive team to work towards alignment on direction, high quality interactions and a sense of renewal.

1.5 Background, Assumptions, and Specific Scope of the Requirement

The Contractor's resource is required to assist EM located at DFO's headquarters in Ottawa, with the work described above.

The scope of work includes establishing a work plan and providing regular status reports; conducting one-on-one meetings with other consultants and executive team members, analysing findings and presenting a diagnostic to the DG; development of options for an approach to strengthen the EM executive team; the design and execution of specific leadership inventions; and the development of an Strategy Map through a half day workshop with the EM executive

team. This work will be overseen by the Senior Advisor to the DG, acting as Project Lead, and directly involve the DG, as Project Authority.

2.0 Requirements

2.1 Resource Requirements

DFO requires one (1) qualified firm to accomplish the work outlined in this statement of work. Resource 1, Level 3 (Senior) – Stream 9.4 Organization Development Consultant.

2.2 Tasks, Activities, Deliverables and Milestones

The following are the tasks, activities and deliverables under this contract;

Task 1: Project orientation + kick off (February-March 2019)

- Meet with the Project Authority to review the project mandate, timelines and deliverables.
- Develop a high level project plan outlining the key tasks and project milestones for both ESTA and the EM Project Authority.
- Review of relevant background materials related to the mandate, strategy and work plans for EM.
- Participate in regular check point meetings and conversations with the Project Lead and Authority as needed throughout the life of the project.

Deliverables: High Level Project plan; Bi-weekly status report (one page)

Task 2: Diagnostic (March-April 2019)

- Meet with three consultants who have previously been involved in leadership development activities with some or all of the members of the EM executive team over the past 12 months. These conversations will be approximately one hour in length, confidential and not for attribution.
- Meet with the DG, EM to discuss team dynamics, expectations and key challenges which face him as an individual leader and which the executive team face collectively.
- Individual meetings with each member of the EM executive team and senior advisor (approximately 6 in total) to listen, learn and diagnose team dynamics and performance.
- Analysis of findings, including common patterns which may emerge, outlier data points, areas of concern and key insights.
- Prepare the findings of the diagnostic and present the findings to the DG for discussion and assessment. All documentation will be provided in English; translation will be the responsibility of the Project Authority.

Deliverables: Lines of inquiry for each conversation (to be sent in advance of each meeting); documented findings and diagnostic of dynamics at play amongst the EM executive team; Presentation of findings to the DG.

Task 3: Recommended approach to strengthen the EM executive team (April 2019)

- Develop an approach to strengthening the EM executive team, including but not limited to the following:
 - Address the dynamics at play amongst members of the executive team;
 - Identify opportunities to deepen leadership mindsets, habits and competencies;
 - Explore alignment of the support systems and process which can enable and catalyze change across the executive team; and
 - Recommend specific actions and practical approaches to address the above.

 Preparation and presentation of options and recommendations to the DG for consideration and decision.

Deliverables: Draft presentation with options and recommendations; Final presentation capturing DG decision.

Task 4: Implementation of select interventions to support the EM executive team (April-May 2019)

- The design and execution of specific leadership inventions is difficult to anticipate in advance of the diagnostic. The consultant can provide expertise in the following, as appropriate to the needs of the executive team:
 - One-on-one coaching conversations;
 - Team coaching conversations;
 - Strategic advice to the Director General, EM; and
 - Development of systems, processes and curriculum to support improved team dynamics and leadership competencies.
- It is anticipated that one of the team interventions will include the development of an EM Strategy Map, which will help to build a shared sense of purpose and a common understanding of the strategic direction of EM. Specific tasks will include the following:
 - Review of existing EM materials, such as program strategic plans (up to 3), forward plan (1), harvested text narrative and its illustration by graphic facilitator (1), and other key documents as identified by the Project Authority.
 - Design and facilitation of a ½ day workshop with the EM executive team to develop a one page visual "strategy map" to serve as a north star for the program over the next three to five years.
 - Work with in-house narrative pen-holder to align the text narrative to the strategy map to ensure they complement each other.
 - Finalize strategy map and present to EM executive team.

Deliverables: Workshop agenda and materials; Draft and final versions of the EM Strategy Map; Additional deliverables as appropriate to the decision on the nature of leadership interventions which are chosen.

2.3 Technical, Operational and Organizational Environment

The Contractor will work closely with the Project Lead and Project Authority in order to fulfil the expected tasks and deliverables.

2.4 Method and Source of Acceptance

The Contractor shall provide the department with the services described in this statement of work and shall ensure the completion of all deliverables in a timely and responsive manner. All reports, deliverables and services rendered under this contract are subject to inspection by the Project Authority.

Deliverables may include, but are not limited to written reports, databases, or spreadsheets. If the deliverable is a report then all embedded objects in these reports shall be provided to the department in separate editable electronic files in a format acceptable to the department. All written deliverables (i.e. presentation decks, reports, communiqués and other written documents) developed under this contract will be provided electronically in the following accessible formats: Microsoft 2010 (Word, PowerPoint and Excel) and or compatible version thereof. Some deliverables may also be acceptable in Adobe PDF.

Deliverables and some actions will require review and approval by the Director General, EM, who also has financial signing authority under FAA Section 32 and 34. Therefore payment will not be

made unless it has been confirmed that tasks, activities and milestone commitments are being met.

All deliverables MUST be approved by the Project Authority.

2.5 Reporting Requirements

In addition to the timely submission of all deliverables and fulfillment of obligations specified within this contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the department's Project Authority.

Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations.

Communication may include: phone calls, electronic mail, mailings and meetings. In addition, the Contractor is to immediately notify the department, Project Lead of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise in a timely manner.

2.6 Project Management Control Procedures

The Project Authority for this contract will be the DG, EM Directorate. The Senior Advisor to the DG will act as Project Lead and will ensure timely delivery and the appropriate quality control of the services delivered according to the timelines of this project.

The individual or company identified in the proposal as the Contractor shall ensure the contract deliverables and deadlines are brought in on time, on budget and of an acceptable quality. The Project Authority shall have the right to reject any service or deliverable that is not considered satisfactory, and require appropriate corrections or amendments before payment is authorized.

2.7 Change Management Procedures

Any changes required by the Contractor must be submitted to the Project Authority for review. No work is to be completed unless preapproved by the Project Authority. Any changes required by DFO will be submitted to the Contractor using the same form and process. Should any of these changes require a Contract Amendment, no work will be initiated by the Contractor until the Contract Amendment has been approved and processed by the Contract Authority.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Support

The Advisor to the DG (Project Lead) will be responsible for coordinating the overall project, providing as-required direction and guidance to the Contractor, and accepting and approving Contractor deliverables on behalf of the department.

Additionally, the Project Lead will:

- Ensure that the appropriate personnel or subject matter experts from within the department are available to the Contractor to discuss and provide content, source, and/or reference material, and review deliverables;
- Provide the Contractor with specific policy and/or program related supporting and background documentation and information not easily accessible to the Contractor, including (but not limited to) any government and departmental policies, procedures, guidelines, templates,

Pêches et Océans Canada

Contract: F5211-180786

publications, reports and studies required by the Contractor to complete the identified tasks and deliverables:

- Provide comments on draft documentation within five (5) working days;
- Provide other assistance or support, as required to efficiently execute the requirements of the

The Consultant will not be provided any DFO facilities or equipment to develop deliverables.

3.2 **Contractor's Obligations**

The Contractor shall be responsible for the following:

- Ensure all activities and deliverables described in this SOW are delivered on time and are of an acceptable quality.
- Keep all documents and proprietary information confidential.
- Meet all tasks and deliverables as identified in section 2.1.
- Return materials belonging to DFO after each workshop session.
- Submit all written reports in electronic copy in an acceptable electronic format as specified in this document.
- Participate in teleconferences' as needed.
- Maintain all documentation in a secure and safe manner.
- Attend meetings at DFO sites as and when required.

3.3 Location of Work, Work site and Delivery Point

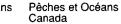
The majority of the work will be completed at the Consultant's work site. Due to deadlines, the Contractor must be ready to work in close and frequent contact with the Project Lead and other departmental personnel assigned to the project for the full duration of the contract. The Contractor will need to be present at DFO facilities located at 200 Kent St. Ottawa, Ontario, as required for meetings or workshops. The Contractor must be escorted by an employee at all times when visiting DFO facilities. There is no authorization for travel.

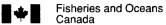
3.4 Language of Work

The Contractor must be fluent in both Official Languages. Intermediate oral proficiency in both official languages may be required for some internal and workshop discussions. English will be the language of work for the meetings and workshop.

Should documents produced by the Contractor be required in French, DFO will be responsible for translation of the documents.

		Language Proficiency Grid	
	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and, give uncomplicated directions relating to routine work situations.	A person reading at this level can: fully understand very simple texts; grasp the main idea of texts about familiar topics; and, read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.





Intermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on action taken; give straightforward instructions to employees; and, provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and, distinguish main from subsidiary ideas.	A person writing at this level can: deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: support opinions, and understand and express hypothetical and conditioned ideas.	A person reading at this level can: understand most complicated details, inferences and fine points of meaning; and, have a good comprehension of specialized or less familiar material.	A person writing at this level can: write texts where ideas are developed and presented in a coherent manner.

3.5 Required Resources or Types of Roles to be performed

The Contractor should have experience in organizational transformation, leadership development and strategy in the context of federal government departments.

ANNEX "B" BASIS OF PAYMENT

Shirt Walter	Table 1: Professional Fees – 9.4 Organization Development Consultant - Senior				
Installment	Task	Number of required Resources	Estimated Level of Effort Firm Daily (Days) (A) Rate (B)	Total Cost C=(A*B)	
1	1	1		\$2,400	
I	2	1		\$9,600	
2	3	1		\$3,000	
2	4	1		\$6,600	
	•		Estimated Price – Installment 1	\$12,000	
			Applicable taxes Installment 1 - HST 13%:	\$1,560	
			<u>Total Installment 1</u>	\$13,560.0	
			Estimated Price – Installment 2:	\$9,600.00	
			Applicable taxes Installment 1 - HST 13%:	\$1,248.00	
			<u>Total Installment 2</u>	\$10,848.0	
			Total (including tax):	<u>\$24,408.0</u>	

- Installment 1 will be paid at the conclusion of task 2 (\$12,000 excluding tax)
- Installment 2 will be paid at the conclusion of task 4 (9,600 excluding tax)

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Public Works and Government Travaux publics et Services Services Canada gouvernementaux Canada

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Page

Fisheries and Oceans Canada 200 Kent Street Ottawa, ON, K1A 0E6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énancées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

Dan Moorcroff, President/ CEO Name, title of person authorized to sign (type or print) — Nam et titre du signataire autorisé (caractère d'impression) Signature

Return signed copy forthwith - Prière de retoumer une copie dûment signée immédiatement

QMR Staffing Solutions Incorporated

75 Albert Street

Ortawa, ON, CAN

KIP SE7

613-234-4972

PWGSC-TPSGC 9400-10 (02/97)

Serial No. N° de série 60140-530-120-4403-00000-6 PWGSC File No. - Nº de référence des TPSGC FP802-190016 11-02-2019 Financial Code(s) - Code(s) financier(s) **⊱** ≨ Requisition No. - Nº de la demande Date of Contract - Date du contrat Contract No. - Nº du contrat Order Office Bureau demandeur **Duty** - Droits

Included

F.O.B. - F.A.B.

Destination

Goods and Services Tax - Taxe sur les produits et services Excluded

Destination

Fisheries and Oceans Canada 200 Kent Street

Ottawa, ON K1A 0E6

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Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:

DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA

Address inquirtes to: Adresser toute demande de renseignements à: Contracting Officer Andrew Clouthier

613-293-6805 Telephone No. N° de béléphone

For the Minister - Pour le Ministre

Total est. cost - Coût total est.

and

\$21,906.50

Fascimile No. N° de télécopieur

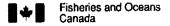
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Febia, 2019



Table of Contents

PART	1 - RESULTING CONTRACT CLAUSES	3
1.1	SECURITY REQUIREMENTS	3
1.2	STATEMENT OF WORK	3
1.3	STANDARD CLAUSES AND CONDITIONS	3
1.4	TERM OF CONTRACT	3
1.5	AUTHORITIES	
1.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	4
1.7	PAYMENT	4
1.8	METHOD OF PAYMENT	5
1.9	ACCOUNTS AND AUDIT	5
1.10	INVOICING INSTRUCTIONS	
1.11	NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF G	
	OFFICES	6
1.12	CERTIFICATIONS COMPLIANCE	6
1.13	APPLICABLE LAWS	
1.14	PRIORITY OF DOCUMENTS	
1.15	TRANSLATION OF DOCUMENTATION	
1.16	REPLACEMENT OF SPECIFIC INDIVIDUALS	7
1.17	OWNERSHIP	7
1.18	LIABILITY	
1.19	INTELLECTUAL PROPERTY INFRINGEMENT AND ROYALTIES	8
ANNE	X "A" STATEMENT OF WORK	10
ANNE	X "B" BASIS OF PAYMENT	13
ANNE	X "C" SRCL REQUIREMENTS	14
ANNE	Y "N" DDODOSAI	10



PART 1 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1.1 Security Requirements

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/ assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party which contain security requirements are not
 to be awarded without the prior written permission of the Contracting Authority (i.e. a new
 SRCL must be submitted and processed following the same procedure as for the contract
 with security requirement)

1.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Annex A.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract award to May 31, 2019 inclusive.

1.5 Authorities

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Contact Name: Andrew Clouthier

Telephone: 613-293-6805
E-mail address: Andrew, Clouthier@dfo-mpo.gc.ca
Department of Fisheries and Oceans Canada

200 Kent Street, Ottawa, ON, K1A 0E6

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.



Fisheries and Oceans Canada Pêches et Océans Canada

1.5.2 Project Authority

Contact Name: Kathryn McElhone

Department: Fisheries and Oceans Canada

Title: Senior Director, Ministerial Services and Regional Liaison

Telephone: (613) 990-0360

E-mail address: Kathryn.Mcelhone@dfo-mpo.gc.ca Address: 200 Kent Street, Ottawa, Ontario, K1A 0E6

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Contact Name: Evelyn Speers

Company: QMR Staffing Solutions Incorporated

Telephone: 613-234-4972, Extension:

E-mail address: Evelyn.Speers@qmrconsulting.com

Address: 75 Albert Street, Suite 906, Ottawa, ON, CAN, K1P 5E7

1.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice</u>: 2012-2 of the Treasury Board Secretariat of Canada.

1.7 Payment

1.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$21,906.50. Customs duties are included and Applicable Taxes are extra.

1.7.2 Limitation of Expenditure

- 1. Canada's total liability to the Contractor under the Contract must not exceed \$21,906.50. Customs duties are included and Applicable Taxes are extra.
- 2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a) when it is 75 percent committed, or
 - b) four (4) months before the contract expiry date, or

- c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- 3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

1.8 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract:
- b) all such documents have been verified by Canada;
- c) the Work performed has been accepted by Canada

1.9 Accounts and Audit

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.10 Invoicing Instructions

- a) The Contractor must submit invoices in accordance with the information required in the 2010B (2018-06-21), General Conditions Professional Services (Medium Complexity).
- b) By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- c) The Contractor must provide an electronic copy of each invoice via <u>email</u> to the following address: DFO.invoicing_facturation.MPO@Canada.ca and to the Project Authority.

1.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.12 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

1.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the General Conditions 2010B (2018-06-21);
- c) Annex A. Statement of Work;
- d) Annex B, Basis of Payment
- e) Annex C, SRCL Requirements
- f) Annex D, Proposal, Dated February 7, 2019

1.15 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.16 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a) the name, qualifications and experience of the proposed replacement; and
 - proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.17 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.18 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.19 Intellectual Property Infringement and Royalties

4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information apply to and form part of the contract.

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or

c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A" STATEMENT OF WORK

1.1 Title

Benchmarking of Regional Communications Operations

1.2 Background

The Communications Branch is reorganizing and growing due to a shift to "digital first" approach to communications, and a large number of new major initiatives requiring Communications support, such as Web Renewal, Oceans Protection Plan and public consultations on the Fisheries Act.

1.0 Objective

The objective of this requirement is to conduct a high-level review of the priorities, roles, responsibilities and budgets of the DFO regional communications offices (as well as the regional operations of a select group of other federal departments) in order to provide an overall assessment of their current operational and financial status, and make global recommendations for possible improvements.

2.0 Scope

The requirement is for the contractor to review pertinent documentation supplied by DFO regarding DFO's regional organization structure, prepare interview questions and conduct interviews with various levels of management within the regions, perform reviews of various operational aspects of regional communications officers, and prepare reports on findings.

3.0 Tasks, Activities and Deliverables

- Review pertinent documentation (supplied by Fisheries and Oceans) on DFO's regional offices across Canada including organizational charts, budgets, corporate plans and priorities, etc.;
- Prepare interview questions for the various parties and schedule interviews;
- Internal: conduct interviews with a broad range of Fisheries and Oceans personnel: all regional
 communications heads (6); all Regional Directors-General responsible for communications
 divisions (6); Assistant Coast Guard Commissioners (3) that rely on regional communications
 support; plus a mixture of other executives as deemed appropriate by the client (total of
 approximately 20 interviews);
- External: review the regional office structure, roles, responsibilities and funding of three to four
 other science-based federal departments with regional communications offices, for purposes of
 comparison (potentials could include NRCan, EC, ISED). Contacts and documentation to be
 provided by DFO-Communications as needed.

Prepare two reports:

- o an accounting of what was said and best practices that were revealed by the research
- a holistic view of regional operations and how they fit into the larger DFO structure including global recommendations for moving forward

4.0 Contract Period

The contract period is from date of contract award to May 31, 2019.

5.0 Reporting Relationship

The Contractor must report on a weekly basis to the Project Authority. The Project Authority will provide oversight and guidance to the Contractor to ensure that the deliverables are met and will be responsible for the review and approval of deliverables prior to payment.

6.0 Client Support

In addition to leading the overall effort, DFO obligations will include the following for all staffing actions:

- 1. Provide necessary documentation to the contractor.
- 2. Work with the contractor to prepare appropriate interview questions
- 3. Liaise with contractor and regional management to set up interviews and provide any necessary equipment to carry out the interviews.
- 4. Validate data and information provided to the contractor in support of this requirement.
- 5. Review and validate the final reports.

7.0 Contractor's Obligations

The Contractor is obligated to:

- 1. Complete all obligations outlined within this SOW.
- 2. Provide weekly status reports that identify work completed, next steps, and hours worked.
- 3. Be available to discuss any deliverable or project progress by phone or in person, with various audiences.
- 4. Use own hardware and software to complete the work
- 5. Submit all written deliverables to the Project Authority in MS Office format.

8.0 Location of Work, Work site and Delivery Point

All work will be carried out in the National Capital Region. Although the resource will be required to work offsite (i.e., at own office), the resource must be available to meet face-to-face with DFO staff when necessary. The face-to-face meetings will take place at 200 Kent Street, Ottawa, Ontario.

9.0 Language of Work

Work will be carried out in English. The Contractor's resource must have an advanced proficiency level in English as described in the table below.

	i e e	anguage Proficiency Grid	
Basic	Oral A person speaking at this level can: ask and answer simple questions; give simple instructions; and, give uncomplicated directions relating to routine work situations.	Comprehension A person reading at this level can: • fully understand very simple texts; grasp the main idea of texts about familiar topics; and, • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	Written A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on action taken; give straightforward instructions to employees; and, provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and, distinguish main from subsidiary ideas.	A person writing at this level can: deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: support opinions, and understand and express hypothetical and conditioned ideas.	A person reading at this level can: understand most complicated details, inferences and fine points of meaning; and, have a good comprehension of specialized or less familiar material.	A person writing at this level can: write texts where ideas are developed and presented in a coherent manner.

10.0 Travel and Living

The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this Contract.

Pêches et Océans Canada

ANNEX "B" BASIS OF PAYMENT

A- Contract Period (From Date of Contract Award to May 31, 2019 inclusive)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.0 Professional Fees

The Contractor will be paid an all-inclusive Firm Per Diem rate as follows:

Initial Contract Period

Senior Level Business Consultant: From date of contract award - May 31, 2019

Resource Category	Level	Firm all- inclusive per diem rate,	Estimated Effort (Days)	Total (in Cdn \$)
		GST/HST extra (in Cdn \$)	В	C = A x B
Business Consultant	Senior			\$21,906.50
Applicable Taxes				\$2,847.84
Total				\$24,754.34

Definition of a Day/Proration: A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked ("number of days worked", in the formula below) which is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Number of days worked = number of hours worked / 7.5 hours per day

ANNEX "C" SRCL REQUIREMENTS

G of

Government of Canada Gouvernement do Canada Contract Number / Numéro du contrat

FP825-190033

Security Classification / Classification de sécurité
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS) PARTEA CONTRA' DISCORMATION LPARTETATINFORMATION CONTRACTURE LET 2 Branch or Directorate / Direction générale ou Direction Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Communications Directorate 3 b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Lor: thomp 3 a) Subcontract Number / Numéro du contrat de sous-traitance 4 Brief Description of Work / Brève description du travail Conduct a benchmarking exercise of regional communications operations at DF0 2019 5 a) Will the supplier require access to Controlled Goods? No Yes Le fournisseur aura-t-il accès à des marchandises contrôlées? Non Out 5 b) Will the supplier regular access to unclassified military technical data subject to the provisions of the Technical Data Control No Yes Regulations? Non Out Le fournisseur aura-t-il accès à des données techniques mittaires non classifiées qui sont assujettes aux dispositions du Réglement sur le contrôle des données techniques? Indicate the type of access required / Indiquer le type d'accès requis a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Mn Yes Le fournisseur ainsi que les employés auront ils accès à des renseignements ou à des biens PROTÉGES et/ou CLASSIFIÉS? Non Out (Specify the level of access using the chart in Question 7 c) (Préciser la niveau d'accès en utilisant le tableau qui se trouva à la question 7 c) 6 b) Will the supplier and its employees (e.g. cleaners maintenance personnel) require access to restricted access areas? No access to No Yes PROTECTED and/or CLASSIFIED information or assets is permitted Non Out Le fournisseur et ses employés (p. ex nettoyeurs, personnel d'entretien) auront ils accès à des zones d'accès restraintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÈS n'est pas autonsé 6 c) is this a commercial courier or delivery requirement with no overnight storage? No Yes Slagit if d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? Our 7 a) Indicate the type of information that the supplier will be required to access / Indiquer le type of information august le fournisseur devra evelr accès Canada NATO / OTAN Foreign / Étranger b) Release restrictions / Restrictions relatives à la diffusion All NATO countries No release restrictions No release restrictions Tous les pays de l'OTAN Aucune restriction relative Aucune restriction relative A la diffusion A la diffusion Not releasable À ne pas diffuser Restricted to / Limité à Restricted to / Limité à Restricted to / Limité à Specify country(ies) / Préciser le(s) pays Specify country(ies) / Préciser le(s) pays Specify country(ies) / Préciser le(s) pays c) Level of information / Niveau d'information NATO UNCLASSIFIED PROTECTED A PROTECTED A PROTÉGÉ A NATO NON CLASSIFIÉ PROTÈGÉ A NATO RESTRICTED PROTECTED B PROTECTED B NATO DIFFUSION RESTREINTE PROTÈGÉ B PROTÉGÉ B PROTECTED C NATO CONFIDENTIAL PROTECTED C NATO CONFIDENTIEL PROTÉGÉ C PROTÈGÉ C CONFIDENTIAL NATO SECRET CONFIDENTIAL CONFIDENTIEL NATO SECRET CONFIDENTIEL COSMIC TOP SECRET SECRET SECRE1 COSMIC TRÈS SECRET SECRET SECRET TOP SECRET TOP SECRET TRÈS SECRET TRÈS SECRET TOP SECRET (SIGINT) TOP SECRET (SIGINT) TRÉS SECRET (SIGINT) TRES SECRET (SIGINT)

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Government of Canada du Canada

Contract Number / Numero du contrat

FP825-/90032

Security Classification / Classification de sécurité

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Government Gouvernement du Canada

Contract Number / Numéro du contrai FP825 - 190032 Security Classification / Classification de sécurité

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Page 16

TBS/SCT 350 103(2004/12)

Security Classification / Classification de sécurité Unclassified

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Gouvernement du Canada



13 Organization Project Authority / C	harge de projet de l'org					
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Marian Hubley		Director General,		Marcan Hulle		
elephone No - N° de téléphone	Facsimile No - N° de		E-mail address - Adresse co			
613-990-0019 14 Organization Security Authority /	Responsable de la séc		lmorian hubley Odto	mpoged		
Name (print) - Nom (en lettres moulées)		Title - Titre .		Signature		
Dawn Pearcey		Departmental Security Officer		De la		
relephone No - Nº de téléphone 613-991-4413	Télécopleur E-mail address - Adresse courriet Dawn Pearcey@dlo-mpo gc ca Date 921. 2, 2018					
15 Are there additional instructions (Des instructions supplémentaires 16 Procurement Officer / Agent d'ap	i (p. ex. Guide de sécui			mt-elles jointes? No Yes Oui		
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Page 17

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

Security Clauses: No Security Requirement

ANNEX A

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s)
- Subcontracts or arrangements with a third party which contain security requirements are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the contract with security requirement)

MIR CONSULTING & PROFESSIONAL STAFFING Financial and Corporate Management

ANNEX "D" PROPOSAL

Kathryn McElhone

Senior Director, Ministerial Services & Regional Liaison

Fisheries and Oceans Canada

Kathryn.McElhone@dfo-mpo.gc.ca

Regarding: Communications Specialist

Solicitation: Sole Source Due Date: Feb 7th, 2019

QMR Staffing Solutions Incorporated (operating as QMR Consulting & Professional Staffing or QMR Consulting) is a leading Management Consulting placement firm headquartered in the National Capital Region of Canada. We are pleased to present Ms. Lori Harrop for consideration in response to your request for a Communications Specialist.

We have obtained permission from Ms. Harrop to present her curriculum vitae for this requirement. We also confirm that she possesses the required experience and credentials to complete this project.

QMR has delivered professional resources to the Canadian Federal Government, the private sector, since 2003. For more than 15 years QMR has provided superior value to our clients through a deep understanding of their organizational requirements and a consultative approach to delivering the most qualified resources with the capability and experience you need – trusted and credible expertise.

Should you require additional information or clarification please feel free to contact Evelyn Speers directly at 613.234.4972 ext. or via email at evelyn.speers@gmrconsulting.com.

Best Regards,

Dan Moorcroft
President/ CEO
QMR Consulting & Professional Staffing

NATIONAL CAPITAL REGION

75 Albert Street Suite 906 Ottawa, ON K1P 5E7

EMAIL info@gmrconsulting.com

OFFICE 613.234.4972 FAX 613.234.6654

Feb 7, 2019

Section I: Technical Proposal

PROPOSAL FOR:

Communications Specialist

Benchmarking of Regional Communications Operations

SOLICITATION NO:

Sole Source

30 +

YEARS

Average Resource

Experience in Public

& Private Sectors

Top

SECRET

Personnel Cleared –
Enhanced Reliability
to Top Secret

50 +

ACCREDITATIONS

Professional Credentials CPA, CIA, CFE, PMP MBA, MPA, AGILE 100+

COMPETENCIES

SAP S/4HANA, Freebalance ERP, Financial & Systems Integration



COMMERCIAL STATEMENT

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FACILITY CLEARANCE LEVEL & NUMBER

Top Secret Level III
File Number SSB5510-1-(11611-00)

PWGSC CONTROLLED GOODS PROGRAM

Registration Number 19395.

BID VALIDITY

This proposal is irrevocable and shall remain valid and open for acceptance for a period of **90 days** following the Submission Deadline of **Feb 7th, 2019**.

PROCUREMENT BUSINESS NUMBER

899029607 PG0001.

PROPONENT CONTACT

Evelyn Speers
Account Executive
QMR Consulting & Professional Staffing
O: 613.233.4596 ext.
E: bidresponse@qmrconsulting.com



Table of Contents

CORPORATE PROFILE	
Communications Specialist SOW	
Financial Proposal	Errorl Bookmark not defined
ANNEX A RESOURCE RESUME	6
LORIMARROR	



Corporate Profile

Based in Canada's National Capital Region (NCR), QMR Staffing Solutions Incorporated (operating as QMR Consulting & Professional Staffing or QMR Consulting) is a locally owned, privately-operated and Top-Secret facility-cleared boutique Management Consulting placement firm specializing in the staffing of top talent to the Canadian Federal Government.

Incorporated under the laws of Ontario, QMR Consulting's principle business is a consulting practice dedicated to providing clients with senior-level professional resources since 2003. QMR Consulting specializes in placing accredited, certified, and proven Finance & Accounting, Performance Management, Program Management and Corporate Management professionals for contract, project, solutions-based and permanent engagements.

QMR's reach includes the upper echelon of resources across all Government Classifications including all EX categories, FI, AU, PG, PE, AS, ES, PM, CO and IS.

Finance & Accounting

Financial Management Audit (Financial, Program) Planning | Resource Management Investment Planning Financial Accounting | Policy Strategic | Operating Reviews

Program Management

Change Management
Business Transformation
Project Management
Strategic Planning
Infrastructure Planning
Portfolio | RP Management
Governance | Accountability









Performance Management

Performance Measurement Leadership Development Coaching | Training Program Evaluations Wellness | Reporting Organizational Development

Corporate Management

Interim CFO, CIO, CEO Special Advisory Strategic Mgmt | Planning Policy Development HR | Pensions | Benefits Information Technology (IT) Information Management (IM)

To deliver truly exceptional resources to our clients, QMR Consulting maintains numerous strategic partnerships and regularly participates, as a trusted advisor and speaker, at industry Events, Tradeshows, and Workshops, for authorities such as the Telfer School of Management (University of Ottawa), The Financial Management Institute, the Government THS Advisory Committee (PSPC), Certified Chartered Professional Accountants, The Ottawa Board of Trade, and the Institute of Internal Auditors. Being an active member of these authorities enables QMR Consulting to leverage current research, obtain valuable



advice, access development programs, and tap into the wisdom of a thriving community that live and breathe professional staffing and Management Consulting-driven innovation.



QMR Consulting's clients and partners include a wide-range of large and small organizations in the Canadian Federal Government. Focusing on the Federal Government market has enabled our firm and our employees to gain rare and valuable experience pertaining to the unique Management Consulting challenges faced by highly regulated Top-Secret organizations. Our secondary market consists of Provincial and Municipal organizations, Crown Corporations, Not-for-Profits and larger private sector.

What follows is merely a sample of our dynamic client and partner base:





Communications Specialist SOW

Statement of Work

Benchmarking of Regional Communications Operations, Fisheries and Oceans Canada February 2019

<u>Subject</u>: Conduct a benchmarking exercise of regional communications operations at Fisheries and Oceans Canada, 2019.

Overall Goal:

To conduct a high-level review of the priorities, roles, responsibilities and budgets of the
DFO regional communications offices - (as well as of the regional operations of a select
group of other federal departments) - in order to provide an overall assessment of their
current operational and financial status and make global recommendations for possible
improvements.

Key Tasks:

- Review pertinent documentation (supplied by Fisheries and Oceans) on DFO's regional
 offices across Canada including organizational charts, budgets, corporate plans and
 priorities, etc.;
- Prepare interview questions for the various parties and schedule interviews;
- Internal: conduct interviews with a broad range of Fisheries and Oceans personnel and
 communications representatives of other government departments as identified and
 scheduled by the client, which may include: all regional communications heads (6); all
 Regional Directors-General responsible for communications divisions (6); Assistant Coast
 Guard Commissioners (3) who rely on regional communications support, plus a mixture
 of other executive as deemed appropriate by the client for a maximum of 21 interviews;
- Prepare two reports:
 - o an accounting of what was said and best practices that were revealed by the research



o a holistic view of regional operations and how they fit into the larger DFO structure including global recommendations for moving forward

Timing

Contract will be initiated upon contract award.

COSTS

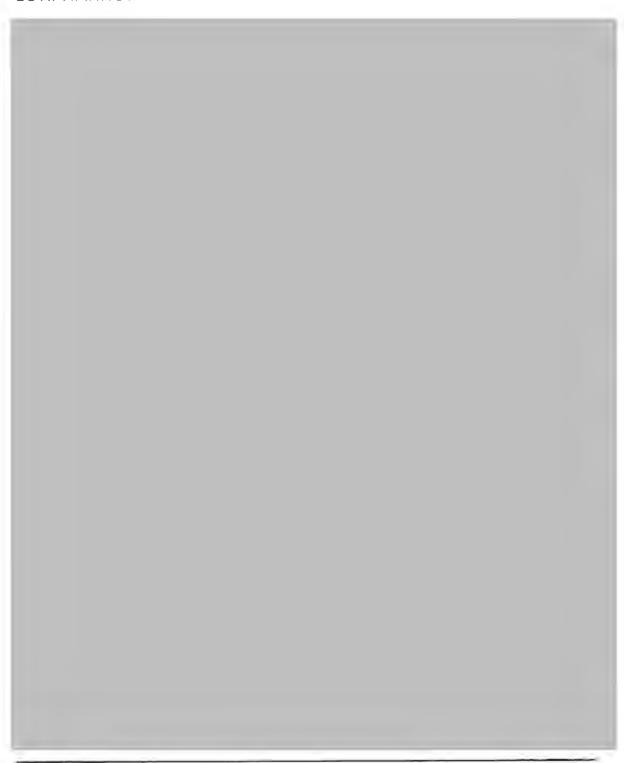
Cost b	reakdown (based on consulting fees of + 13% HST:
	organization and review of relevant documentation provided by DFO and OGDs + possible original research
Q	preparation of interview questions
	conduct interviews: max. of 21
	meetings and discussions with clients, feedback on final documents
	note transcription, follow-up research, analysis:
	preparation of draft "What was said" report with departmental comparisons chart and best practices revealed in research
	preparation of draft benchmarking overview of DFO regional operations and recommendations
Total E	stimated Cost: = \$ 21,906.50 + \$2,847.84 HST = \$ 24,754.34







LORI HARROP



7 | Page

Pages 101 to / à 107 are withheld pursuant to section sont retenues en vertu de l'article

19(1)

of the Access to Information Act de la Loi sur l'accès à l'information



Travaux publics et Services gouvernementaux Canada Public Works and Government Services Canada

₽ €

PWGSC File No. - Nº de référence des TPSGC

F5211-180760

Fisheries and Oceans Canada | Péches et Océans Procurement Hub | Centre d'approvisionnement

301 Bishop Drive | 301 promenade Bishop

Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

Senal No. Nº de séne

13 February 2019

Date of Contract - Date du contrat

F5211-180760

Contract No. - Nº du contrat

Requisition No. - Nº de la demande

Bureau demandeur Order Office FP8877

9979

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65790-527-120-4402-91000-6

Financial Code(s) - Code(s) financier(s)

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Le fournisseur accepte le présent contrat The vendor hereby accepts this contract STEPHEN LENDIE

CONTROLLER

vame, title of person authorized to sign (type or print)

Nom et titre du signataire autorisé (caractère d'impression) Signature

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

SAS Institute (Canada) Inc. ("SAS")

280 King Street East, Suite 500

The SAS Building

Toronto, Ontario MSA 1K7

Soluthin Fas 14/19



Ottawa ON

11th Floor, STN. 11S027

200 Kent Street

M&TS

Goods and Services Tax - Taxe sur les produits et services

F.O.B. - F.A.B.

××

Duty - Droits

¥ Y

Fisheries and Oceans/ Pêches et Océans

Destination included

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:

DFO invoicing-facturation MPO@canada ca

Roger LeBlanc - Senior Contracting Officer Address inquiries to: Adresser toute demande de renseignements à:

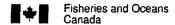
Fascimile No. Nº de télécopieur Roger LeBlanc@dfo-mpo.gc.ca Telephone No. N° de téléphone

Total est. cost - Coût total est. \$19,088.00

PWGSC-TPSGC 9400-10 (02/97)

Digitally signed by LeBlanc, Roger Date: 2019.02.15 08:11:19 -04'00' 506-452-3676 For the Minister - Pour le Ministre LeBlanc, Roger 506-447-2596





CONTRACT CLAUSES

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

1.1.1 Security Clauses #2 - Access to PROTECTED A information/assets at DFO site(s)

The supplier and its personnel who require access to PROTECTED information/assets
must each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and
approved by Fisheries and Oceans Canada.

Contract: F5211-180760

- 2. The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- 3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fisheries and Oceans Canada.
- 4. The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.
- 5. The Contractor/Offeror must comply with the provisions of the:
 - Security Requirements Check List and security guide, attached at Annex C;
 - b. Industrial Security Manual (Latest Edition).

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services Stream 3.9 System Administrator for the Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Annex "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract to September 30, 2019 inclusive.

1.5 Authorities

1.5.1 Contracting Authority

Name: Roger LeBlanc

Fisheries and Oceans Canada

Pêches et Océans Canada

Contract: F5211-180760

Title:

Senior Contracting Officer Fisheries and Oceans Canada Material and Procurement Services

Department: Directorate: Address:

301 Bishop Dr.

Fredericton, NB E3C 2M6

Telephone: Facsimile:

(506) - 447-2596(506) - 452-3676

E-mail address: Roger.LeBlanc@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

1.5.2 **Project Authority**

The Project Authority for the Contract is:

Name:

Julien Tremblay

Title:

Manager, Corporate Solutions Fisheries and Oceans Canada

Organization: Address:

200 Kent Street

Ottawa, Ont. K1A 0E6

Canada

Telephone:

613-608-2605

E-mail address: Julien.Tremblay@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Name:

Claire Letourneau

Title:

Senior Engagement Manager

Organization: Address:

SAS Institute (Canada) Inc. ("SAS") The SAS Building

280 King Street East, Suite 500

Telephone:

Toronto, Ontario M5A 1K7

E-mail address:

416-363-4424

1.6 **Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

Contract: F5211-180760

1.7 Payment

1.7.1 Cost reimbursable - Limitation of expenditure

- 1. Canada's total liability to the Contractor under the Contract must not exceed \$19,088. Customs duties are excluded and Applicable Taxes are extra.
- 2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- 3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

1.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

1.8 Method of Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

1.9 Accounts and Audit

- The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.10 Invoicing Instructions

1.10.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the monthly progress report.
- 1.10.2 Invoices must be distributed as follows:
 - The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- 1.10.3 Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: <u>DFO.invoicing-facturation.MPO@canada.ca</u>

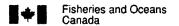
CC: AP Coder: Chanthaphet Tchen

1.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.12 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.



1.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Contract: F5211-180760

1.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of the Supply Arrangement;
- (b) 2010B (2016-04-04) General Conditions Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C. Security Requirements Check List;
- (f) Supply Arrangement Number E60ZT-180025/106/ZT; and
- (g) the Contractor's bid received on December 13, 2018.

1.15 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.16 Replacement of Specific Individuals

- If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.17 Ownership

- Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any

Page 6 of 19

part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

- Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.18 Liability

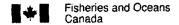
The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.19 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to Department of Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

- Contract, F5211-180760
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.



Annex "A" - Statement of Work

Title: Installation of SAS CPM Standard v8.3 on SAS 9.4 m6

1.0 Introduction and Strategic Objectives

Department of Fisheries and Oceans Canada ("DFO") Real Property and Environmental Management ("RPEM") must become compliant with Treasury Board of Canada Secretariat ("TBS") reporting requirements. To accomplish this, RPEM has purchased, and is requesting the installation of SAS Cost and Profitability Management ("CPM") 8.1 on a DFO provided environment, which will play a key role in RPEM achieving its strategic objectives to:

- Determine the full cost of Real Property space provided to Program Alignment Architecture programs and sub-programs;
- Determine the full cost of operating RPEM's portfolio of assets and providing services to clients:
- Develop financial forecasts and reports that align and support the performancemeasurement strategy;
- Support RPEM's management in making evidence based operational and strategic decisions relating to assets and service delivery, and for allocating financial resources;
- Support the development of performance metrics for the TBS Internal Service Performance Indicators:
- Demonstrate sound stewardship over departmental RPEM real property assets;
- Improve the overall sustainability of the delivery of the RPEM asset portfolio; and
- Enhance RPEM's financial and operational planning, forecasting and reporting capabilities by improving the timeliness, quality and accuracy of its financial analysis.
- Establish a contract to acquire Professional Services of a System Administrator, Intermediate level to document, configure and install SAS CPM 8.3 software on a DFO provided environment.

1.1 In Scope

SAS will provide the following Services for the installation of SAS CPM Standard v8.3 on SAS 9.4 m6 in one DFO environment:

- 1. Architecture, Planning and Installation Prep: This phase will include working with DFO to review high-level requirements, timeline, logistics, etc., confirm architecture and finalize deployment requirements.
- 2. Installation and Configuration: Base installation and configuration of CPM 8.3 on SAS 9.4 m6
- 3. Documentation and Knowledge Transfer: This phase will consist of knowledge transfer on key components and documenting the installation (Build book) for SAS CPM.
- 4. Post Go-Live Support: SAS will provide up to 7.5 scheduled hours of support before September 30, 2019 inclusive.

SAS 9.4 Deployment

- SAS Professional Services will perform one new installation of CPM on SAS 9.4 m6 in one DFO environment.
- The environment will consist of three servers running Windows Server 2012 or 2016, no preexisting deployment of SAS software on these servers
- All server environments and desktop machines to be installed will be compliant with SAS 9.4 m6 and SAS CPM 8.3 system requirements, and EEC sizing recommendations
- There will be no pre-existing SAS software deployment on the servers for this installation

Contract: F5211-180760

- Contractor will install SAS 9.4 m6 and CPM 8.3 desktop client software on 1 Windows 7/8/10 machine, limited to client applications licensed.
- Contractor will document client installation procedures
- DFO is responsible for installation of client software on any additional desktop client machines
- All server environments and desktop machines to be installed will be compliant with SAS 9.4 m6 system requirements, and EEC sizing recommendations
- SAS CPM will be configured for standard host-based authentication
- Contractor will enable TLS to secure communications between the SAS Web Server and clients (e.g. browsers), and communications between the SAS servers, if DFO provides CA- signed certificates and keys prior to SAS installation
- Environment will be deployed with standard, out-of-box 9.4 m6 configuration. No customization
- Contractor will perform standard validation of the deployed SAS environment
- 3 standard access engine(s) will be installed:
 - SAS/ACCESS to PC Files
 - SAS/ACCESS to Postgres
 - SAS/ACCESS to ODBC or SAS/ACCESS to Oracle
 - No SAS/Access to Hadoop or SAS Embedded Process
- Contractor will provide up to 7.5 hours of post-handover support

1.2 Out of Scope

Anything not explicitly stated above as included in scope is out of scope and not included in the Services. For greater clarity the following items are specifically out of scope:

- SAS Education courses or formal training
- Installation of any additional products
- Installation of new SAS environment
- Any SAS platform administration unrelated to this deployment
- Any performance tuning or optimization
- SAS solution implementation/customization effort
- Configuration effort for HA/clustering, Single Sign-On, or IWA
- Migration of any SAS content
- Data integration / ETL, data quality, report, and job schedule development
- Design and/or implementation of any security model
- Installation, design, implementation, or support for Kerberos, High Availability (HA), Disaster Recovery (DR) Strategy, or any DR activity
- Formal user training
- Support for DFO testing (SIT, UAT, etc.)
- DFO mentoring

1.3 Roles and Responsibilities

Work Tasks	Contractor Responsibilities	DFO Responsibilities
Governance	Provide a Project Control Officer (PCO) for invoice, financial and time report coordination	Provide a single point-of-contact as the Project Manager for project governance functions including status reporting, issues/risk management, change requests, etc.

Canada

Architecture, Planning, Install Preparation	 Execute Project kickoff Review high-level requirements, timeline, logistics, etc. Confirm architecture and finalize deployment requirements; documentation Review architecture, existing solutions/products, and assess impacts. Create installation plan, pre-install checklist, and review with DFO Infrastructure Build Support 	 Confirm logistics readiness prior to consultant starting work Hardware setup and connectivity including any 3rd party tools configuration as per prerequirements checklist Confirm provisioning and readiness of environment prior to Contractor starting work Provide Contractor consultant root access on server Provide architecture assets as requested Implement architecture changes, as needed Assist with upgrade plan
Installation and Configuration	Base install and configure of CPM 8.3 on SAS 9.4 m6 Configure access engine connections SAS/ACCESS to SQL SAS/ACCESS to ODBC SAS/ACCESS to PC Files Install 9.4 clients on 1 desktop	Have resources available to troubleshoot any system issues not related to SAS products including but not limited to network, 3rd party tools, server, security (users, roles, certificates, etc.), infrastructure, etc. Validate installation of 9.4 desktop client For any required SAS/ACCESS connections, DFO will install and configure required database client software, and validate server connectivity prior to SAS installation
Documentation and Knowledge Transfer	Prepare installation build book 1 session (Plus preparation) where Contractor walks through the installation report and the software build book	Make available technical resources to attend Knowledge Transfer session
Testing Support	Provide Post Go-Live Support	Schedule the 7.5 hours allocated for support 2 weeks ahead of time.

1.4 Assumptions

The following scoping assumptions will be agreed upon with DFO prior to the onset of any these services. Modification of these assumptions will impact Contractor's labor effort, staffing, and implementation timelines.

- 1. Contractor to install CPM Standard v8.3 on SAS 9.4 m6 in one environment
- 2. DFO is responsible for provisioning and admin of all environments
 - DFO must ensure that the technical and database infrastructure is in compliance with the minimum requirements of the SAS offerings being deployed
 - All infrastructure, including hardware, network, operating system, databases, and thirdparty software, are the DFO's responsibility to provision and manage
- 3. DFO will complete all SAS installation prerequisites
- Contractor will perform installation work with direct access to the system and no DFO shadowing, i.e. SAS performing install/maintenance work heads-down with hands-to-keyboard.
- 5. Installation work by Contractor can be performed remotely. DFO to provide VPN access
- 6. SAS installation/update work will be performed during business hours
- 7. Any work outside of standard business hours will incur additional costs
- 8. DFO is responsible for all SAS platform administration after environment, handover
- 9. Any services required to implement or extend any SAS solution(s) in accordance with the DFO's specific requirements are not included in the installations services price.
- 10. For any required SAS/ACCESS connections, DFO will install and configure required database client software, and validate server connectivity prior to SAS installation

2.0 Specifications and Standards

The work will be measured the following way:

- Contractor will install SAS CPM Standard on Azure cloud
- Contractor will test SAS CPM client (1) connectivity to cloud

2.1 Technical, Operational and Organizational Environment

The technical architecture will be done considering install will be done on Azure.

2.2 Reporting Requirements

Contractor will provide a weekly update on status or when requested.

2.2 Project Management Control Procedures

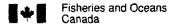
DFO will use the standard project management control procedures as defined by the DFO project management office.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

DFO will, at no cost to Contractor:

- make available facilities and equipment required for Contractor to perform the Services, to the
 extent all or a part of the Services are to be performed on DFO's site;
- provide accurate information and access to DFO personnel that are required in order for Contractor to perform the Services;
- review any Work Product according to the requirements of this Contract;
- back-up all systems containing data or software to which Contractor will have access when performing the Services;



 implement reasonable measures to prevent Contractor's inadvertent access to any confidential computer records or data not necessary for Contractor's performance of the Services; and

Any delayed performance of these responsibilities by DFO may result in delays to Contractor's performance of the Services for which Contractor will not be liable.

3.2 Location of Work, Work site and Delivery Point

The work will be conducted remotely by VPN. DFO will provide the contractor with VPN access in order to affect the work. DFO will provide a point of contact who will also oversee the remote work sessions. Remote work requirements will be DFO's responsibility and project schedule will be done accordingly.

3.3 Language of Work

No translation is required. All work will be performed in English.

3.4 Special Requirements

The Contractor will not be given access to sensitive information.

3.5 Ownership of Work and DFO Materials

Notwithstanding anything else to the contrary in the Contract, ownership of the Work, including any intellectual property embodied therein, and any techniques, skills, concepts or know-how that are utilized or developed while performing the services under this Contract remains with Contractor. "Work" means any documentation, computer code or other materials delivered by Contractor in connection with the services under this Contract. Contractor grants DFO a non-exclusive, non-transferable, non-assignable, royalty-free license to use the Work subject to the following. DFO may use the Work only with the SAS software to which such Work relates and only for as long as DFO maintains a license for such SAS software. Additionally, DFO's use of the Work must be consistent with the scope of DFO's Software license under the MLA and applicable Software Supplement. However, if the Work is not computer code or documentation relating to a particular Software license (by way of example, and not by way of limitation, a report delivered as a result of a proof of concept), DFO's use of such Work is limited to DFO's internal purposes.

Ownership of the DFO Materials, including any intellectual property embodied therein, remains with DFO or its applicable licensor. "DFO Materials" means materials, including, but not limited to data, computer code or software, that DFO provides to Contractor or directs Contractor to obtain in connection with Contractor's performance of services under this Contract. DFO Materials will not be deemed to be a Work even though they may be delivered with the Work. DFO grants Contractor a non-exclusive, non-transferable, royalty-free license, or, as applicable, right to use the DFO Materials solely to perform the services under this Contract.

4.0 Project Schedule

4.1 Contract Period

The completion date of this project is scheduled for September 30, 2019.

5.0 Required Resources or Types of Roles to be performed

Resource	
Project Coordinator	
Platform Engineer	

6.0 Relevant Terms, Acronyms and Glossaries

СРМ	Cost and Profitability Management
DFO	Department of Fisheries and Ocean Canada
RP	Real Property
RPEM	Real Property and Environmental Management
TBS	Treasury Board Secretariat

ANNEX "B" BASIS OF PAYMENT

1.0 Estimated Fees; Invoicing

Contractor will invoice DFO monthly for the Services performed. The fees under this Contract are estimated as follows:

Task	Description	Resource	Hourly Estimated Hours	Estimated Total
Project Governance	Project Control Officer	Project Coordinator		\$800
Architecture, Planning, Install preparation	- Project Initiation - Install, Prep, Pre-Install - Checklist and review Infrastructure build support	Platform Engineer		\$2,736
Install and configure	- Install SAS platform and base configure - Configure access engine connections - Install 9.4 clients on 1 desktop	Platform Engineer		\$10,800
Documentation and Knowledge Transfer	- Build book for install - Knowledge Transfer Session	Platform Engineer		\$2,592
Support	-Post Go-Live Support	Platform Engineer		\$2,160
		E	stimated Total (excluding tax)	\$19,088
			Tax (HST 13%)	\$2,481.44
			Estimated total (including tax)	\$21,569.44



Pêches et Océans Canada Contract: F5211-180758

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

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Page 16 of 19



Fisheries and Oceans Canada Pêches et Océans Canada Contract: F5211-180758



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Page 17 of 19



Pêches et Océans Canada Contract: F5211-180758

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APPENDIX A - DFO SECURITY CLAUSES

Security Clauses #2 - Access to PROTECTED A Information/assets at DFO site(s)

ANNEX A

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fisherles and Oceans Canada.
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.

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PWGSC File No. - Nº de référence des TPSGC

F5211-180681

Fisheries and Oceans Canada 301 Bishop Drive Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

Senal No. Nº de série

7 € 1 18

F5211-180681

Contract No. - Nº du contrat

Requisition No. - Nº de la demande

Order Office Bureau demandeur FP894

2019-02-14

Date of Contract - Date du contrat

980

6H310-321-120-4403-8P210-6

Financial Code(s) - Code(s) financier(s)

You are requested to sell to the Mayesty the Queen in right of Canada. In accordance with the terms and conditions set out herein, referred to herein or attached hereio, the supplies and services listed herein and on any attached sheets at the pince or prices set out therefor.

Nous vous demandons de vendre à Sa Majeste la Reine du chef du chanda, aux conditions enoncies ou inclûtes par référence dans les présentes et aux annexes ci jointes, les articles et les servoes enuméres dans les présentes et sur toute feuille crannexée, $\operatorname{au}(x)$ prix indiqué(s).

Goods and Services Tax - Taxe sur les produits et services

excluded Destination

F.O.B. - F.A.B. destination

Duty - **Droits**

included

Fisheries and Oceans Canada

200 Kent St. Ottawa, ON

K1A 0E6

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

Marc Valois, Treasurer

Name, title of person authorized to sign (type or print) Nom et titre du signafaire autorise (caractère d'impression)

Signature

Return signed copy forthwith - Phère de retourner une copie dûment signée immédiatement

205 Catherine St. Suite 300 Intersol Group Limited

Ottawa, ON

E-mail: mvalois@intersol.ca

Sanadä

PWGSC-TPSGC 9400-10 (02/97)

15-Feb-2019

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Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à: DFO invoicing-facturation.MPO@canada.ca CC Yvon.Duhaime@dfo-mpo.gc.ca Address inquiries to: Adresser toute demande de renseignements à: Procurement officer Jean-Pierre deVink

506-452-3676 Fascimile No. Nº de télécopieur 506-478-3850 Telephone No. Nº de téléphone

For the Minister - Pour le Ministre Total est. cost - Cout total est.

\$5,775.00

Digitally signed by LaKing, Cal

Date: 2019.02.18 13:18:03 -04'00'

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1 Security Requirements

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

2 Statement of Work

This Contract is being issued for the requirement of Professional Services 9.15 facilitation services - senior for the department of Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Annex "A" Statement of Work.

3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (https://buyandsell.gc.ca/policyand-quidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

3.1 **General Conditions**

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Term of Contract 4

4.1 Period of the Contract

The Work is to be performed from contract award to March 31st 2019.

5 **Authorities**

5.1 **Contracting Authority**

The Contracting Authority for the Contract is:

Client Department Name and Address:

Name:

Jean-Pierre deVink

Title:

Procurement Officer

Fisheries and Oceans Canada

Directorate:

Material and Procurement Services



Address: 301 Bishop Drive

Fredericton NB

E3C 2M6

Telephone: 506-478-3850 Facsimile: 506-452-3676

E-mail address: jean-pierre.devink@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority

Department Name and Address

Contact Name: Athena Tzivanopoulos

Address: 200 Kent St.

Ottawa, ON K1A 0E6

Telephone: (613) 716-7711

E-mail address: Athena.tzivanopoulos@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Contact Name: Marc Valois

Address: 205 Catherine St. Suite 300

Ottawa, ON K2P 1C3

Telephone: 613-230-6424
Facsimile: 613-567-1504
E-mail address: mvalois@intersol.ca

6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice: 2012-2</u> of the Treasury Board Secretariat of Canada.

7 Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$5,775.00. Customs duties are included and Applicable Taxes are extra.

7.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

8 Method of Payment - Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

9 **Accounts and Audit**

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

10 **Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

The original must be forwarded to the address shown below for certification and payment.

DFO.invoicing-facturation.MPO@canada.ca Email:

CC: Yvon.Duhaime@dfo-mpo.gc.ca

11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

12 **Certifications Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

13 **Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

14 **Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010B (2018-06-21) General Conditions Professional Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Supply Arrangement Number E60ZT-120028/133/ZT; and
- (f) the Contractor's bid dated November 30th 2018, as confirmed on February 7th 2019.

15 **Translation of Documentation**

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

16 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
- (a) the name, qualifications and experience of the proposed replacement; and
- (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority

does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

17 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

18 Government of Canada Web Standards

The Work must comply with the Government of Canada standards established by the Treasury Board, that include the <u>Standard of Web Accessibility</u>, the <u>Standard on Web Interoperability</u>, and the <u>Standard on Optimizing Websites</u> and Applications for Mobile Devices.

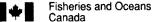
In addition, the Work must comply with the standards and guidelines developed by the department or agency for whom the Work is being performed. Such standards and guidelines are available from the department or agency's Web Standards Centre of Expertise

19 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

20 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages



and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

- 3. The Contractor has no obligation regarding claims that were only made because:
- Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
- Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
- (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
- the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4.If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
- take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
- modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A"STATEMENT OF WORK

Establishing MEQ Measures National Workshop

1 Introduction

The Marine Environmental Quality (MEQ) program from Fisheries and Oceans will hold a National Workshop in Ottawa on February 19, 20 and 21, 2019. MEQ program managers and analysts from all regions and partner sectors and departments from headquarters will meet to discuss and plan priority program activities, including the management of underwater ocean noise in marine ecosystems.

2 Objectives of the Requirement

- 1. To obtain professional support and advice in workshop design (including annotated agenda preparation) and two days of facilitation to ensure the efficient and effective functioning of the event and that the face-to-face workshop objectives are achieved.
- 2. To allow the workshop organizers (MEQ team) to actively participate in the discussions and direct the processes in plenary activities to stimulate useful discussion and keep participants engaged.
- 3. To provide a succinct analysis of the highlights, gaps and next steps after each discussion and activity.

3 Background, Assumptions and Specific Scope of the Requirement

The MEQ National Headquarters team of Oceans Management is convening a face-to-face workshop in the National Capital Region with MEQ program managers and analysts from all regions and partner sectors and departments from headquarters to advance work on a national strategy on ocean noise and to discuss next steps for proposed potential management measures to mitigate oceans noise and other stressors.

To achieve these objectives and specific outcomes, internal and external subject matter experts will be asked to present on relevant technical analyses and to provide expertise related to guidelines development and regulatory processes. This will be followed by a planning exercise to map federal activities on noise and plenary discussions on coordination, addressing gaps and setting a path forward.

The MEQ team requires a senior facilitator with experience coordinating strategic planning discussions involving complex technical and policy issues to provide assistance with the design and facilitation of the meeting, including plenary discussions and potentially breakout sessions.

4 Tasks, Activities, Deliverables and Milestones

As part of this work, the contractor will:

- 1. Meet with MEQ staff in person to discuss the design of the workshop and the implementation of the workshop and to familiarize with available technology to achieve the desired objectives
- 2. Submit a draft annotated agenda to the project authority (for comment) and meet with MEQ staff (in person or via teleconference) to discuss this document and to finalize planning for the workshop
- Provide a final annotated agenda that addresses comments by the Project Authority
- 4. Facilitate progression of the workshop through the agenda by introducing agenda items, managing the discussions, identifying issues and challenges where appropriate, and summarizing key points, decisions and next steps

5 Specifications and Standards

All project deliverables will be submitted to the Project Authority wherein they will be assessed and deemed complete at the discretion of the Project Authority. It is required that all documents and proprietary information be kept confidential.

6 Technical, Operational and Organizational Environment

The annotated agenda will be submitted in Microsoft Word.

7 Method and Source of Acceptance

The quality of the material will be assessed and deemed complete at the discretion of the Project Authority.

8 Project Management Control Procedures

For each Task detailed in Section 4, the Project Authority shall:

- 1) receive the deliverable from the contractor
- 2) review the content and quality of the deliverable
- 3) request revisions on the deliverable (within reason and only if necessary)
- 4) accept the deliverable
- 5) payment for the deliverable will be released upon invoicing.

9 Location of Work, Work site and Delivery Point

The workshop will take place at the Impact Hub Ottawa (123 Slater Street) and the preparation meetings will take place at Fisheries and Oceans building at 200 Kent in Ottawa or via teleconference.

10 Language of Work

The annotated agenda will be in English. Facilitation will be in both French and English

11 Project Schedule

DELIVERABLES	<u>DETAILS</u>	DATES
Kickoff meeting	Meet with MEQ staff in person to discuss the design of the workshop and the implementation of the workshop and to familiarise with available technology to achieve the desired objectives.	Week of February 18 th 2019
Complete draft annotated agenda and participate in follow-up meeting	Submit a draft annotated agenda to the project authority (for comment) and meet with MEQ staff (in person or via teleconference) to discuss this document and to finalize planning for the workshop.	February 19 th
Finalize annotated agenda	Provide a final annotated agenda based on previous discussions and comments to be submitted to the Project Authority	February 19 th 2019
Facilitation of the workshop	Facilitate progression through the agenda by introducing agenda items, managing the discussions, identifying issues and challenges where appropriate, and summarizing key points, decisions and next steps.	February 19-20 2019

Role	Expertise/minimum requirement		
 Facilitation and support the design and preparation of the workshop addressing the objectives stated in the statement of work 	 The Contractor must Be fluently bilingual Have experience facilitating technical workshops with federal departments ideally with the Department of Fisheries and Oceans 		

ANNEX "B" BASIS OF PAYMENT

			Contract Period 31, 2019)	(Award to March	
Category of Level of Name of Proposed Resource			Firm All-inclusive Project Cost to deliver the work in accordance with Annex A – Statement of Work		
9.15 Facilitation Services	Senior	Marc Valois	\$ 5,	\$ 5,775.00	
			d Contract Cost:	\$ 5,775.00	

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1 of

page

Public Works and Government Travaux publics et Services Services Canada gouvernementaux Canada.

Fisheries and Oceans Canada Procurement Hub - Fredericton

Fredericton, NB E3C 2M6 301 Bishop Drive

Email: catht.harris@dfo-mpo.gc.ca

CONTRACT - CONTRAT

accordance with the terms and conditions set out herein, referred to herein or attached herein, the supplies and services listed herein and on any attached sheets at the pince or prices set out therefor. You are requested to sell to the Majesty the Queen in right of Canada, in

Nous yours demandons de vendre à Sa Majeste la Reine du chef du Canada, aux confluors enoivees ou intituses par reflérence dans les présentes et aux annexes cryontes, les articles et les services entuméres dans les presentes et sur toute fauille ci-annexée, aufx) prix indique(s).

The vendor hereby accepts this contract Le fournisseur accepte le present contrat

al Gov Pryram Mrs SIMILY BUTE

same, title of person Authorized to sign (type or print)

Signature AMM Date (Branchere d'impression) Signature AMM Date (D) | 1/19

Return signed copy forthwith - Priere de retourner une copie dûment signee immediatement

Softchorce Corporation 116 Albert Street

Surte 201

Ottawa, ON KIP 5G3

Cobey Haskins@softchoice.com

\$22,040.00

PWGSC-TPSGC 9400-10 (02/97)

Digitally signed by Cathi Fascimile No. N° de télécopieur For the Minister - Pour la Ministre 506-238-1317 Telephone No. N° de téléphone

Cathi Harris, Senior Contracting Officer

cathi.harris@dfo-mpo.gc.ca

506-452-3676

Date: 2019:02.18 13:25:38

Harris

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir at envoyer l'original et deux copies à: Senal No. 9985 Goods and Services Tax - Taxe sur les produits et services 657B0-527-120-4802-91000-6 Address inquines to: Adresser toute demande de renseignements à: DWGSC File No. - Nº de reference des TPSGC F5211-180752 F5211-180752 2019-02-15 Financial Code(s) - Code(s) financier(s) 00 - G Requisition No. - Nº de la demande Date of Contract - Date du contrat Contract No. - No du contrat Order Office Bureau demandeur FP877 F.O.B. - F.A.B. See herein Duby - Droits Despriation Extra

Total est. cost - Coût total est.

Canada

Amd. No - N° de la modif

Buyer ID - ld de l'acheteur

File No - N' du dossier F5211-180752 CCC No /N° CCC - FMS No /N° VME

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

Security Clauses #2 - Access to PROTECTED A information/assets at DFO site(s)

ANNEX A

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior
 written permission of Fisheries and Oceans Canada (i.e. a new SRCL must be submitted and
 processed following the same procedure as for the initial contract).
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract or arrangement and any security attachment.

6.2 Statement of Work

This Contract is being issued for the requirement of Professional Services Lync Upgrade to Skype for Business for Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

6.3 Standard Clauses and Conditions

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Amd No - N° de la modif

F5211-180752

File No - N° du dossier

Buyer ID - Id de l'acheteur

CCC No /N° CCC - FMS No /N° VME

6.4.2 Supplemental General Conditions

4002 (2010-08-06), Software Development or Modification Services, apply to and form part of the Contract.

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

4009 (2013-06-27), Professional Services – Medium Complexity, apply to and form part of the Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019 inclusive.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name and Address: Procurement Hub – Fredericton 301 Bishop Drive Fredericton NB E3C 2M6

Contact Name: Cathi Harris Telephone: 506-238-1317 Facsimile: 506-452-3676

E-mail address: Cathi.Harris@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.6.2 Project Authority

Department Name and Address: Fisheries Management and Corporate Solutions 200 Kent Street Ottawa, ON K1A 0E6

Contact Name: Julien Tremblay Telephone: 613-608-2605

E-mail address: Julien.Tremblay@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.6.3 Contractor's Representative

Contact Name: Cobey Haskins Telephone: 613-794-9804

E-mail address: Cobey.Haskins@softchoice.com

Page 3 of - de 18

Amd No - N° de la modif

Buyer ID - Id de l'acheteur

File No - N° du dossier F5211-180752

CCC No /N° CCC - FMS No /N° VME

6.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.8 Payment

6.8.1 Basis of Payment - Firm Time Rate - Limitation of Expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$22,040.00. Customs duties are included and Applicable Taxes are extra.

Applicable Taxes:

Estimated Cost: \$2,865.20

6.8.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.8.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17), Limitation of Price

6.9 Method of Payment (Monthly Payment)

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.10 Electronic Payment of Invoices

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

6.11 Accounts and Audit

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this

Amd No - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-180752 CCC No /N° CCC - FMS No /N° VME

time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.

4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

6.11 Time Verification

SACC Manual Clause C0711C (2008-05-22), Time Verification

6.12 Invoicing Instructions

6.12.1 The Contractor must submit invoices in accordance with subsection 6.3.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the required reports.
- **6.12.2** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at <u>DFO invoicing-facturation.MPO@canada.ca</u> and provides the required information as stated in subsection 6.12.1 above.

6.13 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.14 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly.

Amd No - N° de la modif

Buyer ID - id de l'acheteur

File No - N° du dossier F5211-180752 CCC No./N° CCC - FMS No /N° VME

Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.15 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.16 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions <u>4009</u> (2013-06-27), Professional Services Medium Complexity;
- (c) the general conditions <u>2010B</u> (<u>2018-06-21</u>), General Conditions Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment
- (f) Annex C, Security Requirements Check List;
- (g) Supply Arrangement Number E60ZT-180026/168/ZT; and
- (i) the Contractor's bid dated 05-Nov-2018.

6.17 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.18 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

Amd No - N° de la modif

Buyer ID - id de l'acheteur

File No - N° du dossier F5211-180752 CCC No /N° CCC - FMS No /N° VME

6.19 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2 However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.20 Government of Canada Web Standards

The Work must comply with the Government of Canada standards established by the Treasury Board, that include the <u>Standard of Web Accessibility</u>, the <u>Standard on Web Usability</u>, the <u>Standard on Web Interoperability</u>, and the <u>Standard on Optimizing Websites and Applications for Mobile Devices.</u>

In addition, the Work must comply with the standards and guidelines developed by the department or agency for whom the Work is being performed. Such standards and guidelines are available from the department or agency's Web Standards Centre of Expertise

6.21 Limitation of Liability - Information management/Information Technology

a. Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract preestablishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. First Party Liability:

- The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
- The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential

Amd No - N° de la modif

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-180752

CCC No /N° CCC - FMS No /N° VME

damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:
 - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
 - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" used to order services under this instrument).
- vi. In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract.
- vii. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. Third Party Claims:

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

6.22 Intellectual Property Infringement and Royalties

1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.

Amd No - N° de la modif

File No - N° du dossier F5211-180752 Buyer ID - Id de l'acheteur

CCC No /N° CCC - FMS No /N° VME

- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

Amd No - N° de la modif

File No - N° du dossier F5211-180752 Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No /N° VME

ANNEX "A" STATEMENT OF WORK

1.0 Scope

1.1 Title

Skype for business Upgrade

1.2 Introduction

DFO currently has an on premise Lync 2010 solution that supports approximately 11,000 end users for instant messaging, presence and integration with their on premise Exchange solution for unified messaging. The client would like to have the Lync 2010 environment upgraded to Skype for Business (focus on peer-to-peer capabilities while maintaining the current workloads and functionality.

1.3 Objectives of the Requirement

DFO has a requirement to upgrade our current environment to the new Skype for business 2015. We require this to be completed before the end of December due to the windows 2016 migration.

1.4 Background, Assumptions and Specific Scope of the Requirement

Background

As stated above, DFO was provided the Lync 2010 architecture by SSC and have no knowledge of the installation and configuration of Skype for business, which is why we now need to ensure the servers are upgraded properly.

Assumptions

- Will work be done during operational hours.
- No overtime required for implementation for contractors.
- DFO will handle approvals when DFO approvals are required
- DFO will handle SSC issues if there are any.

Scope of the Requirement

- Perform a discovery exercise of the current Lync 2010 environment
- Perform a design exercise for the new Skype for business environment.
- Configure the new Skype for business 2015 environment
- Help implement the Skype for business 2015
- Help testing for Skype for business 2015
- Perform knowledge transfer to Corporate team

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Tasks

Page 10 of - de 18

Amd, No - N° de la modif

Buyer ID - Id de l'acheteur

File No - N° du dossier F5211-180752

CCC No./N° CCC - FMS No /N° VME

Activities

- 1. Discovery
- 2. Design
- 3. Staging and configuration
- 4. Implementation
- 5. Testing
- 6. Knowledge transfer

Deliverables

- 1. Skype for Business Design Workshop(s)
- 2. Lync Server Discovery Documentation
- 3. High-level Skype for Business Design Document
- 4. Implementation Skype for Business Server 2015 into the DFO environment
- 5. Migration of Lync Server 2010 workloads into Skype for Business Server 2015
- 6. Migration of all remaining users from Lync 2010 environment to Skype for Business.
- 7. As-configured documentation.
- 8. Findings and Recommendations document for Skype for Business Server to redeem DPS vouchers

Milestones

- 1. Discovery exercise completed.
- 2. Design document completed.
- SSC servers provided
- 4. Skype for business 2015 installed on new production servers
- 5. Clients transferred to Skype for business 2015.

2.2 Specifications and Standards

The work will be measured based on the project management files created and deadlines to reach.

2.3 Technical, Operational and Organizational Environment

Part of the work is to be performed on the 8 Lync servers that are currently hosting Lync 2010, the other part will be performed on the new environment provided by SSC. Technical information to be provided later.

2.4 Method and Source of Acceptance

All work will be reviewed by the project manager for DFO, Julien Tremblay.

2.5 Reporting Requirements

Reports will be done on a weekly basis to the DFO project manager

2.6 Project Management Control Procedures

This project will be managed between the project manager for DFO: Julien Tremblay, The project authority: Claude Gallant and the company

Buyer ID - Id de l'acheteur

File No - N° du dossier F5211-180752 CCC No /N° CCC - FMS No /N° VME

2.7 Change Management Procedures

The process of change management will be handled through the standard project steps at DFO and will be handled between DFO and the company.

2.8 Ownership of Intellectual Property

This is a Microsoft application, the Crown has no intellectual property on the software.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

- access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.
- access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, etc.)
- access to a staff member who will be available to coordinate activities provide comments on draft reports within five (5 working days)
- provide other assistance or support.

3.2 Contractor's Obligations

Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.

For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Project Authority.

The Contractor shall label all equipment/furnishings as being the property of Canada.

Notwithstanding the fact that the equipment/furnishings under this Contract become vested in Canada, the equipment/furnishings shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment/furnishings.

3.3 Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

3.4 Language of Work

The language will be in English.

3.6 Security Requirements

It is a condition that, prior to performance of any obligation under any contract resulting from this RFP, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be security cleared by the federal government at the Reliability level.

Amd No - N° de la modif

Buyer ID - Id de l'acheteur

File No - N° du dossier F5211-180752 CCC No /N° CCC - FMS No./N° VME

3.7 Travel and Living

There is no travel planned for the project.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately 3 months commencing on date of award. The expected completion date of this project is March 31st 2019.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

1	Discovery
1.1	o Project kickoff meeting,
1.2	o Review Client's goals, objectives, desired outcomes,
1.3	o Capture Clients business and technical requirements related to Skype for Business,
	o Perform workshops with the project team to highlight required configurations for Skype for
1.4	Business.
	o Conduct a discovery / audit of current on premise Lync configuration(s) and general AD health. Requirement Gathering (Pre-Engagement Questionnaire, Engagement Findings and
1.5	Recommendations dependent)
2	Design
2.1	o Creation of a Skype for Business architectural design based on discovery findings and
2.2	business/technical; requirements,
2.3	o Determine Roles & Responsibilities,
2.4	o Discuss implementation/migration schedules,
2.5	o Review of any iterative feedback/user satisfaction surveys,
2.6	o Softchoice and Client review of Skype for Business Design Document(s),
2.7	o Review Lync 2010 decommissioning process and responsibilities,
2.8	o Prepare & sign-off Design Document(s).
3	Staging and Configuration
3.1	o Prepare servers, storage, share folder(s),
	o Install Back End Database Servers and setup new SQL instance as per the approved Design
3.2	considerations for SQL Server,
3.3	o Prepare the environment for Skype for Business
3.4	o Install Skype for Business Front End Enterprise Edition Server(s) Role(s),instance created for Skype for Business
	••
3.5	o Install a new Office Online Server(s) as per the approved design document,
3.6	o Install Persistent Chat Server Role(s) as per the approved design document,
3.7	o Install Skype for Business Edge Server Role(s)
3.8	o Prepare External Certificates relating to Skype for Business
3.9	o Install Reverse Proxy Server / Services as per the approved design document

Solicitation No Nº de l'invitation
F5211-180752
Client Ref. No - N° de réf. du client
FP877-189985

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Amd No - Nº de la modif

File No - N° du dossier F5211-180752

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CCC No /N° CCC - FMS No /N* VME

4	Implementation
4.1	o Based on the agreed upon design, Softchoice will conduct the following implementation tasks:
4.2	o Skype for Business configuration as per the approved and signed off design document, o Integration of Microsoft Exchange Unified Messaging into the Skype for Business environment to
4.3	use existing functionality configured within Microsoft Exchange,
	o Implement AD Group Policy settings for QoS. (Skype Application, Server Level, Workstation,
4.4	Networks)
4.5	o Migrate external services from Lync 2010 to Skype for Business Edge Server(s)
5	Testing
	o Validate Skype for Business features using the supplied test plan within the Skype for Business
5.2	design document
	o Move five (5) pilot users from the Lync 2010 environment to the Skype for Business environment
5.3	to perform User Acceptance Testing (UAT)
6	Knowledge Transfer
	o Completion and delivery of the Skype for Business environment within an "As-Configured"
6.1	Document.
6.2	o Conduct two (2) hour IT admin and knowledge transfer session.
7	Migration and Cutover

o Stage and prepare for Lync 2010 removal, AD cleanup, and decommissioning of server roles.

- o Move remaining users from Lync 2010 to Skype for Business. 7.3 o Move all remaining Lync 2010 services to Skype for Business

5.0 Required Resources or Types of Roles to be Performed

Proposed resource is one System Analyst capable of performing all duties

6.0 **Applicable Documents and Glossary**

Applicable Documents 6.1

Attached is the Proposed Sow by Soft choice.

Relevant Terms, Acronyms and Glossaries 6.2

No glossary provided.

Solicitation No. - N° de l'invitation F5211-180752 Client Ref. No. - N° de réf. du client FP877-189985 Amd No - N° de la modif

File No. - N° du dossier F5211-180752 Buyer ID - Id de l'acheteur

CCC No /N° CCC - FMS No /N° VME

ANNEX "B" BASIS OF PAYMENT

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the <u>National</u> Capital Act., R.S.C. 1985, c. N-4, S.2.
- travel between the successful bidder's place of business and the NCR: and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	Period	All-inclusive fixed Per-Diem Rate
		A
1	AWARD to 31 March 2019	
1a	3.11 Technology Architect, Level 2 Name: Brahim Harchane	

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) ÷ 7.5 hours

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

Solicitation No. - N° de l'invitation F5211-180752 Client Ref. No. - N° de réf. du client FP877-189985 Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180752 Buyer ID - Id de l'acheteur

CCC No /N' CCC - FMS No /N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

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Page 16 of - de 18

Solicitation No. - N° de l'invitation F5211-180752 Client Ref. No. - N° de réf. du client FP877-189985 Amd No. - N° de la modif.

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Page 17 of - de 18

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PWGSC File No. - Nº de référence des TPSGC

F5211-180758

Fisheries and Oceans Canada | Péches et Océans Procurement Hub | Centre d'approvisionnement Canada

301 Bishop Drive | 301 promenade Bishop Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The vendor hereby accepts this contract A. McLino, Servior PARTNER

Cel LEMBERSHIP INSTITUTE

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression) Signature () MOVILLO Date

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

The CCI Leadership Institute

PWGSC-TPSGC 9400·10 (02/97)

Invokes - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à: Serial No. Nº de série Goods and Services Tax - Taxe sur les produits et services 65790-527-120-4403-9100-6 Fisheries and Oceans/ Peches et Oceans 18 February 2019 F5211-180758 Financial Code(s) - Code(s) financier(s) ¥ ₹ 8 Requisition No. - Nº de la demande Date of Contract - Date du contrat Contract No. - Nº du contrat 11th Floor, STN. 11S027 Bureau demandeur Order Office 200 Kent Street FP877 F,O.B. - F.A.B. **Duty** - Orolts Ottawa ON Destination Included IM&TS N/A A/N

DFO.invoicing-facturation.MPO@canada.ca Roger LeBlanc - Senior Contracting Officer Address Inquiries to: Adresser toute demande de renseignements à: Roger.LeBlanc@dfo-mpo.gc.ca

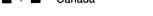
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For the Minister - Pour le Ministre

Fotal est. cost - Coût total est.

\$11,250.00

Canada



CONTRACT CLAUSES

1.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

- 1.1.1 Security Clauses #3 Access to PROTECTED B Information/assets at DFO site(s)
 - 1. The supplier and its personnel who require access to PROTECTED information/assets much each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and approved by Fisheries and Oceans Canada.
 - 2. The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
 - 3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fishers and Oceans Canada.
 - 4. The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.
 - 5. The Contractor/Offeror must comply with the provisions of the:
 - a. Security Requirements Check List and security guide, attached at Annex C:
 - b. Industrial Security Manual (Latest Edition).

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services **Stream 8.7 Senior Leadership Consultant** for the **Fisheries and Oceans Canada** under the ProServices Supply
Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Annex "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B(2016-04-04) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.3.2 Supplemental General Conditions

4009 (2013-06-27) Supplemental General Conditions apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract to June 30, 2019 inclusive.

1.5 Authorities

1.5.1 Contracting Authority

+

Fisheries and Oceans Canada Pêches et Océans Canada Contract: F5211-180758

Name: Roger LeBlanc

Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Material and Procurement Services

Address: 301 Bishop Dr. Fredericton, NB

E3C 2M6

Telephone: (506) - 447-2596 Facsimile: (506) - 452-3676

E-mail address: Roger.LeBlanc@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

1.5.2 Project Authority

The Project Authority for the Contract is:

Name: Christophe Dubois

Title: Manager, Business Planning and Analysis

Organization: Fisheries and Oceans Canada

Address: 200 Kent Street

Ottawa, Ont. K1A 0E6

Canada

Telephone: 613-993-8598

E-mail address: Christophe.Dubois@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Name: Andy Molino Title: Senior Partner

Organization: The CCI Leadership Institute

Address:

n: The CCI Leadership Institut

Telephone: E-mail address:

1.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a *Public Service Superannuation Act* (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.7 Payment

1.7.1 Basis of Payment – Fixed Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ 11,250.00. Customs duties are excluded and Applicable Taxes are extra.

- 1.7.1.1 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.
- 1.7.1.2 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

1.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

1.7.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

1.8 Method of Payment

SACC Manual clause H1008C (2008-05-12) Monthly Payment

1.9 Accounts and Audit

- 1 The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2 If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at

any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.10 Invoicing Instructions

1.10.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the monthly progress report.
- 1.10.2 Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
- 1.10.3 Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: <u>DFO.invoicing-facturation.MPO@canada.ca</u> AP Coder: Linda Marengère

1.11 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.12 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

1.13 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

1.14 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010B (2016-04-04) General Conditions Professional Services (Medium Complexity);
- (c) the supplemental general conditions 4009 (2013-06-27);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Supply Arrangement Number E60ZT-180025/106/ZT; and
- (h) the Contractor's bid dated January 21, 2019.

1.15 Basis for Canada's Ownership of Intellectual Property

Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

 where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

1.16 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.17 Replacement of Specific Individuals

- If specific individuals are identified in the Contract to perform the Work, the Contractor must provide
 the services of those individuals unless the Contractor is unable to do so for reasons beyond its
 control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not

order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.18 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.19 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.20 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to *Department of Justice Act*, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or

- Contract: F5211-180758
- (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
- (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.





ANNEX "A" Statement of Work

Contract: F5211-180758

TITLE:

Requirement for hiring one (1) Leadership Development Consultant, Level 3 to provide organizational services for the Office of the Chief Information Officer, Department of Fisheries and Oceans.

INTRODUCTION

The Chief Information Officer (CIO) of the Department of Fisheries and Oceans (DFO) has a requirement for a Contractor to examine and help address a number of interpersonal and organizational issues within the Information Management & Technology Services (IM&TS) Directorate.

BACKGROUND

In late 2016, DFO's Information Management & Technology Services (IM&TS) directorate launched a review of its organization and functions. The results and recommendations set forth in this exercise formed the IM&TS Transformation Plan with the goal to transform and improve services to departmental programs and services while at the same time improving the workplace and workforce for IM&TS employees.

One of the issues identified as part of the transformation is a deterioration of relationship and effectiveness among a small number of employees dues to interpersonal and organizational issues.

OBJECTIVES

The objective of this contract is to develop an Action Plan to address the organizational and interpersonal issues and improve team cohesion and working relationships.

These issues include, but are not limited to:

- Misperceptions regarding distribution of workload. 1.
- 2. Poor communication and support between senior managers.
- 3. Lack of clarity regarding roles and responsibilities.
- Challenges regarding raising the bar of respectful engagement and cooperation. 4.

The outcomes of this work will serve as input to assist IM&TS management in better managing these challenges, while improving performance management and results.

This contract is being put in place to provide the Directorate with the required flexibility to develop a strategy outside of the current capabilities and/or capacity of the IM&TS resources. The Department has limited resources with the skills and knowledge necessary to complete this task.

RESOURCE REQUIREMENTS

DFO requires one (1) qualified firm to accomplish the work outlined in this statement of work.

Resource 3, Level 3 – Stream # 8.7 Leadership Development Consultant

SCOPE

The scope of the project includes the analysis of IM&TS Structure. It should identify interpersonal issues or challenges in regard to relationship within the organization. Finally, the findings should provide rationale for the development of actions to be taken to improve team cohesion.

Pêches et Océans Canada

DELIVERABLES

- An executive coach will be assigned to each of the Senior Directors. Coaching sessions will begin
 as soon as the contract has been awarded. Each of the Senior Directors will receive 10-12
 hours of one-on-one coaching prior to the end of June 30, 2019.
- The coaches, the CCI senior partner and the CIO, will meet periodically to discuss progress. The senior Directors will have to give permission in advance to allow their coaches to discuss progress with the CIO and the Senior CCI partner.
- The Senior CIO partner will work with the Senior Directors, Directors and Managers to finalize an organizational charter.

DFO OBLIGATIONS

The Administrative Authority will ensure that the Contractor has:

- accompanied access to the 200 Kent Street on the 11th floor;
- temporary access to a physical workspace;

LOCATION OF WORK

Work is to be completed at the DFO offices, predominantly 200 Kent Street, Ottawa, ON. Some work may occur offsite and in other DFO facilities in the National Capital Region.

LANGUAGE OF WORK

The proposed resource must be fluent in English (Written, Spoken, and Comprehension). Fluent is defined as Written, Verbal, and Comprehension at an advanced level.

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations.	A person reading at this level can: fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: Write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and Provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and Distinguish main from subsidiary ideas.	A person writing at this level can: Deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.

	Canada	Canada		
Advance		A person speaking at this level can: support opinions; and understand and express hypothetical and conditional ideas	A person reading at this level can: understand most complex details, inferences and fine points of meaning; and Have a good comprehension of specialized or less familiar material.	A person writing at this level can: Write texts where ideas are developed and presented in a coherent manner.

SPECIFICATIONS AND STANDARDS

Fisheries and Oceans

All project deliverables and services must meet the standards established by the department and the Government of Canada. The Project Authority will provide the Contractor with the templates at the commencement of the work.

TECHNICAL, OPERATIONAL AND ORGANIZATIONAL ENVIRONMENT

Pêches et Océans

Details on the DFO technical, operational and organizational environment will be provided by the Project Authority to the Contractor as requested

METHOD AND SOURCE OF ACCEPTANCE

All deliverables and services rendered under any Contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

REPORTING REQUIREMENTS

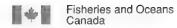
The Contractor must provide the Project Authority with a written status report on a monthly basis identifying the progress to date on assigned tasks, identifying the tasks planned for the next period of work and identifying any issues that would impact on the deliverables meeting the schedule identified at the commencement of all tasks.

LEVEL OF EFFORT AND CONTRACT DURATION

Professional services are required from date of contract award to June 30, 2019. An estimated is planned to accomplish this work.

CHANGE MANAGEMENT

Any changes required by the Contractor must be submitted to the Project Authority for review. No work is to be completed unless preapproved by the Project Authority. Any changes required by DFO will be submitted to the Contractor using the same form and process. Should any of these changes require a Contract Amendment, no work will be initiated by the Contractor until the Contract Amendment has been approved and processed by the Contract Authority.



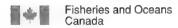
Pêches et Océans Canada Contract: F5211-180758

ANNEX "B" BASIS OF PAYMENT

CONTRACT PERIOD - Contract Award to June 30, 2019

During the period of the Contract, for Work performed in accordance with the Contract, the Contractor will be paid as specified below.

TABLE 1: Professional Fees						
Category of Resource & Name of Resource	Level of Expertise	Number of required Resources	Estimated Level of Effort (Hours) (A)	Firm Hourly Rate (B)	Total Cost C = (A*B)	
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				axes HST 13%: nt, as applicable:	\$1,462.50	
				Total:	\$12,712.50	



Pêches et Océans Canada Contract: F5211-180758

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

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Contract: F5211-180758

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Pêches et Océans Canada

Contract: F5211-180758

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Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

Fisheries and Oceans Canada Procurement Hub 301 Bishop Drive Fredericton, NB E3C 2M6

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Page

No. - No

Date of Amendment - Date de la modification

February 21st, 2019

Contract No. - Nº du contrat

PWGSC File No. - Nº de référence des TPSGC

Clear Data - Effacer les données

MODIFICATION AU CONTRAT CONTRACT AMENDMENT

The referenced document is hereby amended; unless otherwise indicated, all other terms and conditions of the contract remain the

Serial No. N° de série

F5211-180316

Requisition No. - Nº de la demande

0004

18 4⁻≺

Bureau demandeur Order Office

62310-411-120-4403-96136-6 Financial Code(s) - Code(s) financier(s)

Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

The vendor hereby accepts/acknowledges this amendment Le fournisseur accepte la présente modification/en accuse réception

BRIAN BRADY, VP PUBLIC SECTOR
Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression) Signature

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:

see herein

Fisheries and Oceans / DG Resource Mgmt 200 KENT ST. 13TH / FL STN 13029 Ottawa ON K1A 0E6

Destination

Date 02/22/19

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

S.I. Systems Suite 300, 170 Laurier Avenue West Ottawa, ON

K1P 5V5

Digitally signed by LaKing, __Date: 2019.02.22 11:52:45 506-452-3676 For the Minister - Pour le Ministre 506-478-3581 \$0.00 Revised estimated cost Nouvelle estimation des coûts \$30488.00

Facsimile No. N° de télécopieur

Telephone No. N° de téléphone

Decrease Diminution

Address inquiries to: Adresser toute demande de renseignements à:

Cal LaKing - Contracting Services Cal.LaKing@dfo-mpo.gc.ca

\$0.00

Augmentation

Increase

Canada

PWGSC-TPSGC 9400-13 (2/97)

This Amendment is issued to add an additional intermediate level - Web Developer to the contract

DELETE FROM ANNEX "A" STATEMENT OF WORK

2. Objective

Fisheries and Oceans Canada requires the services of one (1) intermediate Web Developer to develop an accessible and interactive web-based training for At-Sea Observers in Canada to increase accurate, detailed and consistent reporting of marine mammal species across Canada.

INSERT INTO ANNEX "A" STATEMENT OF WORK

2. Objective

Fisheries and Oceans Canada requires the services of two (2) intermediate Web Developers to develop an accessible and interactive web-based training for At-Sea Observers in Canada to increase accurate, detailed and consistent reporting of marine mammal species across Canada.

DELETE FROM ANNEX "A" STATEMENT OF WORK

8. Language of Work

All requirements for completion of the project will be provided in English and French.

The proposed resource must be fluent in English and French. Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level. Please see below legend.

Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations.	fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and	 A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas. 	A person writing at this level can: deal with explicit information on work-related topics since they have sufficient

	explanations.		mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: • support opinions; and understand and express hypothetical and conditional ideas	 A person reading at this level can: understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	A person writing at this level can: write texts where ideas are developed and presented in a coherent manner.

INSERT INTO ANNEX "A" STATEMENT OF WORK

8. Language of Work

All requirements for completion of the project will be provided in English and French. The proposed resources must be fluent in English and French. Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level. Please see below legend.

Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations.	A person reading at this level can. fully understand very simple texts; grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and provide factual descriptions and explanations.	A person reading at this level can: grasp the main idea of most work-related texts; identify specific details; and distinguish main from subsidiary ideas	A person writing at this level can: deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary
Advanced	A person speaking at this level can. support opinions; and understand and express hypothetical and conditional ideas	A person reading at this level can: understand most complex details, inferences and fine points of meaning, and have a good comprehension of specialized or less familiar material.	A person writing at this level can: write texts where ideas are developed and presented in a coherent manner.

DELETE FROM ANNEX "B" BASIS OF PAYMENT

Contract Perio		(A)	(B)	(C)
Category of Personnel	Level of Expertise	Estimated # of Days	Firm Daily Rate	Total Cost C = (A x B)
1.14 Web Developer	Intermediate			\$30,488.00
	All-incl	usive Price (e:	xcluding taxes)	\$30,488.00

INSERT INTO ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid a firm periderm rate per the chart below, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Contract Period (Aw	ard to March 3	1 st , 2019)	(A)	(B)	(C)
Category of Personnel	Level of Expertise	Name of Resource	Estimated # of Days	Firm Daily Rate	Total Cost C = (A x B)
1.14 Web Developer	Intermediate	Dave Leroux			\$30,488.00
1.14 Web Developer	Intermediate	Scott Charlwood			\$30,466.00
		All-inclu	sive Price (exclud	ding taxes)	\$30,488.00

This Amendment shall form part of the above-mentioned Contract. All other terms and conditions of the said mentioned Contract shall remain unchanged and in force.

	CONTRACT SUMMARY
Original Contract Value	\$30,488.00
Amendment No. 1	\$0
Revised Contract Total	\$30,488.00

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Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

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Page

Procurement Hub - Fredericton 301 Bishop Drive Fredericton, NB: E3C 2M6 Fisheries and Oceans Canada

• : ;

Email: cathi.harris@dfo-mpo.gc.ca

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Cahada, aux conditions énoncées ou inclusées par référence dans les présentes et aux annexes ci-jontes, les artudes et les services énuméres dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

Alain Rabeau, Senior Consultant

Name, title of person authonzed to sign (type or print)

Nom et titre du signataire autorisé (caractère d'impression)

Signature

01-March-2019

Date

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Groupe Intersol Consulting Group Ltee.

205 Catherine Street

Surfe 300

Ottawa, ON K2P 1C3

arabeau@intersol.ca

PWGSC-TPSGC 9400-10 (02/97)

Canadä

Total est. cost - Cout total est. \$16,500.00

Director, Integrated Business Management Solutions 200 Kent Street Serial No. Nº de série Goods and Services Tax - Taxe sur les produits et services 62132-429-120-4403-62048-6 PWGSC File No. - Nº de référence des TPSGC F5211-180753 F5211-180753 2019-02-25 Financial Code(s) - Code(s) financier(s) 18 Fisheries and Oceans Canada Ş Requisition No. - Nº de la demande Date of Contract - Date du contrat Contract No. - Nº du contrat Ottawa, ON K1A0E6 Bureau demandeur Order Office FP859 F.O.B. - F.A.B. **Duty** - Droits Destination Extra

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:

See herein

Cathi Harris, Senior Contracting Officer Adresser toute demande de renseignements à: cathi.harris@dfo-mpo.gc.ca Address inquines to:

Fascimile No. Nº de télécopieur	506-452-3676
Telephone No. N° de tëlëphone	506-238-1317

Digitally signed by Cathi Harris For the Minister - Pour le Ministre

Late CE - Date 2019:03:01 13:10:26

000176

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753 Buyer ID - Id de l'acheteur

CCC No /N° CCC - FMS No /N° VME

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

APPENDIX A - DFO SECURITY CLAUSES

Security Clauses #2 - Access to PROTECTED A information/assets at DFO site(s)

ANNEX A

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid RELIABILITY STATUS issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- · Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fisheries and Oceans Canada.
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.

6.2 Statement of Work

This Contract is being issued for the requirement of Professional Services Faciliation Services for Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

<u>2010B</u> (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4.2 Supplemental General Conditions

4009 (2013-06-27), Supplemental General Conditions, Professional Services – Medium Complexity apply to and form part of the Contract.

6.5 Term of Contract

6.5.1 Period of the Contract

Information Accorded to Loi sur

Solicitation No. - N $^\circ$ de l'invitation F5211-180753 Client Ref. No. - N $^\circ$ de réf. du client FP859-180054

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-180753

CCC No /N° CCC - FMS No /N° VME

The Work is to be performed during the period from date of award to March 31, 2019.

6.6 Authorities

6.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Client Department Name and Address:

Fisheries and Oceans Canada Procurement Hub – Fredericton 301 Bishop Drive Fredericton, NB E3C 2M6

Contact Name: Cathi Harris Telephone: 506-238-1317 Facsimile: 506-452-3676

E-mail address: Cathi.Harris@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.6.2 Project Authority

Department Name and Address

Fisheries and Oceans Canada Director, Integrated Business Management Solutions 200 Kent Street Ottawa, ON K1A 0E6

Contact Name: Marc Sicard Telephone: 613-991-1776

E-mail address: Marc.Sicard@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.6.3 Contractor's Representative

Contact Name: Alain Rabeau

E-mail address: arabeau@intersol.ca

6.7 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice</u>: 2012-2 of the Treasury Board Secretariat of Canada.

6.8 Payment

6.8.1 Basis of Payment – Firm Time Rate - Limitation of Expenditure

Page 3 of - de 14

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753

Buyer ID - Id de l'acheteur

CCC No /N° CCC - FMS No /N° VMF

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$16,500.00. Customs duties are included and Applicable Taxes are extra.

6.8.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

6.8.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.9 Method of Payment (Single Payment)

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

6.10 Accounts and Audit

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

6.11 Time Verification

SACC Manual clause C0711C (2008-05-12), Time Verification

6.12 Invoicing Instructions

6.12.1 The Contractor must submit invoices in accordance with subsection 6.3.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753 Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the required reports.
- **6.12.2** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@canada.ca and provides the required information as stated in subsection 6.12.1 above.

6.13 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.14 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.15 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.16 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the supplemental general conditions conditions <u>4009</u> (2013-06-27), Professional Services Medium Complexity;
- (c) the general conditions <u>2010B</u> (2018-06-21), General Conditions Professional Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment
- (f) Annex C, Security Requirements Check List;
- (g) Supply Arrangement Number E60ZT-180028/133/ZT; and

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

(h) the Contractor's bid dated December 3, 2018.

6.17 Basis for Canada's Ownership of Intellectual Property

Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

 where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.18 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.19 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

6.20 Ownership

- 1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.21 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

6.22 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

- (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
- (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "A" STATEMENT OF WORK

The Conservation and Protection program requires the services of a consultant, to identify current challenges in data quality and reporting from C&P national systems, and provide recommendations to address the issues.

The work is comprised of building an abstract model to identify current challenges, which will be used to set the stage for a brainstorming session with members of C&P's National Executive Committee (NEC) during their face-to-face meeting in Ottawa. The output from this brainstorming session will identify recommendations to develop a roadmap on how to address data quality and reporting challenges.

C&P requires the support of a Facilitator Consultant, who will provide professional services by providing a background document on the need and value of data analysis and reporting requirement in an enforcement setting, to build the abstract model, provide facilitation services during the brainstorming session and recommendations in a summary report.

PROPOSED APPROACH

Consultant to provide project management and facilitation services. We require this type of approach in order to fulfill the C&P requirement:

- Scoping and planning:
 - Develop a document on need and pre-requirement of data value and reporting in an enforcement setting;
 - Develop abstract model to identify current challenges in data quality and reporting;
 - Define a structure for the brainstorming session, which is conducive to achieving the desired outcomes.
 - Develop materials and templates required to deliver the agreed upon brainstorming approach
 - Key deliverables include:
 - Workshop agenda item
 - Introductory email for participants
 - Core problem statement
 - Discussion template
 - Action planning template

Facilitation

- Facilitator Consultant will lead a four-hour brainstorming session with the NEC members at the meeting
- The face-to-face NEC meeting will be held in Ottawa.
- Findings Summary
 - Facilitator Consultant will provide the completed discussion documents and action planning documents.
 - Facilitator Consultant will provide a summary of key observations and themes emerging from the meeting, as well as recommendations on next steps that emerge.

s.20(1)(c)

Solicitation No. - N $^{\circ}$ de l'invitation F5211-180753 Client Ref. No. - N $^{\circ}$ de réf. du client FP859-180054

Amd No - N° de la modif.

File No. - N° du dossier F5211-180753 de la Loi sur l'accès à l'information.

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

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Information Act / Document divulgué en vertu

ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract. The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described will be consistent with this data.

The rates specified below include the total estimated cost of all travel and living expenses that may need to be incurred for:

- Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the <u>National</u> Capital Act, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

1.0 Contract Period Date of Award to March 31, 2019

1.1 Professional Fees, Initial Contract

For the provision of professional services as described in Annex "A" - Statement of Work, the Contractor shall be paid, in reference to the following table, an all-inclusive firm per diem rate in the performance of the Contract, Applicable Taxes extra

Resource Name	All-Inclusive Firm Per Diem Rate
9.15 Facilitator Consultant Level 3	
Name: Jeremy Latta	

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) + 7.5 hours

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

Solicitation No. - N° de l'invitation F5211-180753 Client Ref. No. - N° de réf. du client FP859-180054

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

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Solicitation No. - N $^\circ$ de l'invitation F5211-180753 Client Ref. No. - N $^\circ$ de réf. du client FP859-180054

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180753

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APPENDIX A - DFO SECURITY CLAUSES

Security Clauses #2 - Access to PROTECTED A information/assets at DFO site(s)

ANNEX A

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fishenes and Oceans Canada.
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.

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Public Works and Government Travaux publics et Sennces Services Canada gouvernementaux Canada

Department of Fisheries and Oceans Procurement Hub **Materiel and Procurement Services** 301 Bishop Drive Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

You are requested to sell to the Najesty the Queen or right of Canada, in accordance with the terms and conditions set out herein, referred to berein or attached hereito, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Notes vous demandons de vendre à Sa Majeste la Reine du chef du Canada, aux conditions enonoises ou induses par villément dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexes, au(x) piri indiqué(s).

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat Feb 28, 2019 Denis Barbeau Partner me, title of person authorized to sign (type or print) m at him du signataire autorisé (caractère d'impression). Signature Date

Return signed copy forthwith - Prière de retourner une copie dûntent signée immédiatement

Systemscope 61A York Street, Ottawa, ON KIN 572 Phone: (613) 230-8330

Canada

PWGSC-TPSGC 9400-10 (02/97)

PWGSC File No. - Nº de référence des TPSGC F5211-180794 Date of Contract - Date du contrat 2019-02-26 Contract No. - Nº du contrat F5211-180794 Requisition No. - Nº de la demande Order Office Yr An Bureau demandeur FP889 19 0001 Financial Code(s) - Code(s) financier(s) 66026-550-120-4403-00000-6 Duty - Draits Excluded E.O.B. - E.A.B. Destination Goods and Services Tax - Taxe sur les produits et services ERCHANN Deshisabon see herein - ci inclus Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer Foriginal et deux copies à: DFO, invoicing-facturation. MPO@canada.ca Address inquines to: Adresser toute demande de renseignements à: Cindy Gallant, Contracting Officer Fascimile No. Nº de talécopies Nº de téléphone 506 238-1308 (506) 452-3676 Total est. cost - Cout total est. For the Ninister - Pour le Ministre Gallast 28 February 2019 \$3,000.00

File No - No du dossier F5211-180794

PROSERVICES CONTRACT

REQUIREMENT FOR: ONE (1) 8.2 ORGANIZATIONAL DESIGN AND CLASSIFICATION CONSULTANT (SENIOR) UNDER SA# E60ZT-180027/142/ZT

FOR THE

DEPARTMENT OF FISHERIES AND OCEANS CONTRACT # F5211-180794

TABLE OF CONTENTS

ARTICI	LES OF AGREEMENT	4
1.1	SECURITY REQUIREMENTS	Δ
1.2	STATEMENT OF WORK	
1.3	STANDARO CLAUSES AND CONDITIONS	
1.4	TERM OF CONTRACT	
***	AUTHORITIES	
1.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	
1.7	PAYMENT	
1.8	METHOD OF PAYMENT - SINGLE PAYMENT	
1.9	ACCOUNTS AND AUDIT	6
1.10	TIME VERIFICATION	6
1.11	Invoicing Instructions	7
1.12	NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT	
	OFFICES	7
1.13	CERTIFICATIONS COMPLIANCE	
1.14	APPLICABLE LAWS	7
1.15	PRIORITY OF DOCUMENTS	7
1.16	BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY	8
1.17	Translation of Documentation	8
1.18	REPLACEMENT OF SPECIFIC INDIVIDUALS	8
1.19	OWNERSHIP	8
1.20	LIABILITY	9
1.21	INTELLECTUAL PROPERTY INFRINGEMENT AND ROYALTIES	9
ANNEX	("A" STATEMENT OF WORK1	1
ANNEX	("B"BASIS OF PAYMENT 1	3

Articles of Agreement

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

No Security Requirement, escort required at DFO site(s)

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior
 written permission of the Contracting Authority (i.e. a new SRCL must be submitted and
 processed following the same procedure as for the initial contract).

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services for one (1) 8.2 Organizational Design and Classification Consultant (senior) for the Department of Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract to March 31, 2019.

File No. - No du dossier F5211-180794

1.5 **Authorities**

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:

Cindy Gallant

Title:

Contracting Officer

Department: Directorate:

Fisheries and Oceans Canada Materiel and Procurement Services

Address:

301 Bishop Drive

Fredericton, New Brunswick E3C 2M6

E-mail address:

Cindy.gallant@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

1.5.2 **Project Authority**

Department Name and Address

Name:

Mathieu Giroux

Title:

Director, Workplace Well-Being

Department:

Human Resources and Corporate Services

Address:

200 Kent Street Ottawa, ON K1A 0E6

Telephone: 613-993-0411

E-mail address: Mathieu.Giroux@dfo-mpo.oc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 **Contractor's Representative**

Contact Name: Dennis Barbeau Telephone: 613-230-8330 Fax: 613-230-8384

E-mail address: barbeau@systemscope.com

Proactive Disclosure of Contracts with Former Public Servants 1.6

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.7 **Payment**

F5211-180794

Contract No - Nº du contrat

Basis of Payment 1.7.1

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm amount of \$3,000.00 as specified in Annex B- Basis of Payment. Customs duties are included and Applicable Taxes are extra.

1.7.2 **Authorized Travel and Living Expenses**

Canada will not pay any travel or living expenses associated with performing the Work.

1.7.3 Limitation of Price - Professional Fees

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

Method of Payment - Single Payment 1.8

SACC Manual clause H1000C (2008-05-12) Single Payment

19 **Accounts and Audit**

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records. including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit. inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back. deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time. Canada does not lose this right.

1.10 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

1.11 Invoicing Instructions

Contract No - N* du contrat

F5211-180794

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

a copy of time sheets to support the time claimed;

- b) a copy of the release document and any other documents specified in the Contract:
- 2. The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-MPO.facturation@canada.ca Indicate the Contract Number: F5211-180794

Indicate the name of the Project Authority: Mathieu Giroux

Indicate the name of the AP Coder: Ashely Eades

1.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.13 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

1.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;

- (b) the general conditions <u>2010B</u> (2018-06-21), General Conditions Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Supply Arrangement Number E60ZT-180027/142/ZT; and
- (f) the Contractor's bid dated February 15, 2019.

1.16 Basis for Canada's Ownership of Intellectual Property

The Department of Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

 where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

1.17 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.18 Replacement of Specific Individuals

- If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.19 Ownership

- Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.

- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.20 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.21 Intellectual Property Infringement and Royalties

- The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's

responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A" STATEMENT OF WORK

1. Title

Writing job description

2. Start and completion dates

This work will start date of contract award up to and inclusive of 31 March 2019

3. Background Statement

The Clerk of the Privy Council released a report named Safe Workspaces in late summer 2018. This report recommends that Departments in the Federal Public Service put in place an Ombuds-type function to provide all employees with a trusted, safe space to discuss harassment without fear of reprisal and to help navigating existing systems.

4. Requirements for progress meetings

Expectation should be that there will be 2-5 meetings in person to discuss the scope of the job and place in the organization.

5. Time schedule for completion of each stage of the work

This work should be completed by March 31, 2019

6. Description of scope of work + existing resource material

- **6.1** Requirements are to write a comprehensive job description for the head of this new Ombudsman's Office (i e the Ombusdman)
- 6.2 The work description must include key activities, skills, effort responsibilities, working conditions and any additional information
- 6.3 The work must be written in the Government of Canada regular format

7. Language Requirement, in accordance with Part IV of the Official Languages Act

The work will be conducted in English

8. Departmental support required

The work will require use of DFO meeting facilities to gather required information

9. Estimate of anticipated level of effort required

The work will require approximately 3 days to complete.

10. Insurance Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance

acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

11. Deliverables

- **11.1** A draft version of the completed work description before it is finalized sent to Project Authority by **March 22, 2019**.
- 11.2 An opportunity to provide comments or feedback within 2 business days or by March 27, 2019
- 11.3 A progress report on March 15, 2019.
- 11.4 Final copy of work description on or before March 29, 2019.
- 12. Location of work on site and/or off site

The work is to be completed off site unless there are requirements to meet with departmental representatives.

File No - No du dossier F5211-180794

ANNEX "B"BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to Annex A to the Contract

All deliverables are F.O.B. Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable.

Table A

ltem	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Prepare a new EX work description for the new Ombudsman position	1	Each	\$3,000.00	\$3,000.00
	<u> </u>	T	otal Cost (Exc	luding Taxes)	\$3,000.00

*

Public Works and Government Travaux publics et Services Services Canada gosvernementaux Canada

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58

3.

PINGSC File No. - Nº de référence dus TPSGC

F3211-180751

Serial No. Nº de série

چخ 13

Order Office Bureau demondeur FP919

F3211-180751

Contract No. - Nº du contrat

Requisition No. - Nº de la Gemande

2019-02-27

Date of Contract - Date du contrat

022

6H120-310-120-4403-60803-6

Financial Code(s) - Code(s) financier(s)

Fisheries and Oceans Canada Procurement Hub - Fredericton 301 Bishop Drive Fredericton, NB E3C 2M6

Email: cathi.hamis@dfo-mpo.gc.ca

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the series are sell on therein, referred to herein or attached thereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Notes vous demandons de ventre à Sa Rajesté is Raine du chef du Carado, aux conditions fenucieses ou industras par réglame dans las présentes et aux annexes d'elotrés, les articles et les sarrices érannéres dans les présentes et sur toube feuille chemissée, au (x) prix lectiqué(s).

The vendor hereby accepts this coatract to four isseur accepte to present contrat

M.VAL AANBOLF, CHAIRDAN

Name, little of useson authorized to sign (type or prier). Signature from et litte ob signalaire autorize (caractère d'impression).

20 FEB 2019

age o

Invoices - Original and two copies are to be made out and sent to: Factures - Reimplir is envoyer Toriginal as deux copies à:

See herein

Ecosystems Management Directorate 200 Xent Street

Ottawa, ON KIA 0E6

Fisheries and Oceans Canada Fisheries Protection Program

Destination Exto

Goods and Serdoes Tax - Taxe sur les produits et services

F.O.B. - F.A.B.

Duty - Droits

Return signed copy forthwith - Priche de retourner une copie dûmert signée immédiatement

Stratos Inc. 1404-1 Nicholas Street

Ottawa, ON K1N 7B7

idavis@stratos-sts.com

Janadä

PRESC-TPSGC 9400-10 (02/97)

Total est. cost - Coût total est. \$22,112,50

For the Hinister - Pour le Ministre 506-238-1317

Digitally signed by Cathi Harris -- Date: 2019:02:28 10:56:11

506-452-3676

Factimile No. Nº de bilióopies

Cathi Harris, Senior Contracting Officer

cathi.harris@dfo-mpo.gc.ca

Telephane No. Nº de Lééqhane

Address inquiries to: Adressor toute demande de renseignements à:

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

APPENDIX A – DFO SECURITY CLAUSES

Security Clauses #1 - No Security Requirement, escort required at DFO site(s)

ANNEX A

- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior
 written permission of the Contracting Authority (i.e. a new SRCL must be submitted and
 processed following the same procedure as for the initial contract).

6.2 Statement of Work

This Contract is being issued for the requirement of Professional Services FPP Framework for Product Development for Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

<u>2010B</u> (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.2 Supplemental General Conditions

<u>4009</u> (2013-06-27), Supplemental General Conditions, Professional Services – Medium Complexity apply to and form part of the Contract.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-180751

CCC No./N° CCC - FMS No./N° VME

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period from date of award to March 31, 2019.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is: Client Department Name and Address: Procurement Hub – Fredericton 301 Bishop Drive Fredericton, NB E3C 2M6

Contact Name: Cathi Harris Telephone: 506-238-1317 Facsimile: 506-452-3676

E-mail address: cathi.harris@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

Client Department Name and Address: Fisheries Protection Program Ecosystems Management Directorate Fisheries and Oceans Canada 200 Kent St. Ottawa, ON K1A 0E6

Contact Name: Melanie Boivin Telephone: 613-218-5073

E-mail address: melanie.boivin@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Contact Name: Michael Van Aanhout Telephone: 1-613-241-1001 ext. 243

Facsimile: 1-6-13-241-4758

E-mail address: MvanAanout@stratos-sts.com

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice</u>: 2012-2 of the Treasury Board Secretariat of Canada.

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

File No. - N° du dossier F5211-180751

6.7 Payment

6.7.1 Basis of Payment - Firm Time Rate - Limitation of Expenditure

The Contractor will be paid for the Work performed, in accordance with the Basis of payment at Annex B, to a limitation of expenditure of \$22,112.50. Customs duties are included and Applicable Taxes are extra.

Applicable Taxes:

Estimated Cost: \$2,874.25 6.7.3 Limitation of Price

SACC Manual clause C6000C (2017-08-17), Limitation of Price

6.8 Method of Payment (Multiple Payments)

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.
- Payment 1 50% for work completed to January 31, 2019
- Payment 2 50% upon receipt and acceptance by the Project Authority of the deliverables and completion of work to March 31, 2019.

6.9 Accounts and Audit

- 1. The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a record of the actual time spent each day by each individual performing any part of the Work.
- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

6.10 Time Verification

SACC Manual Clause C0711C (2008-05-22), Time Verification

6.11 Invoicing Instructions

6.11.1 The Contractor must submit invoices in accordance with subsection 6.3.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- a copy of the required reports.
- **6.11.2** Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at DFO.invoicing-facturation.MPO@canada.ca and provides the required information as stated in subsection 6.11.1 above.

6.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

6.13 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

6.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

(a) the Articles of Agreement;

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

- (b) the supplemental general conditions <u>4009</u> (2013-06-27), Professional Services Medium Complexity;
- (c) the general conditions <u>2010B</u> (2018-06-21), General Conditions Professional Services (Medium Complexity);
 - (d) Annex A, Statement of Workt;
 - (e) Annex B, Basis of Payment
 - (f) Annex C, Security Requirements Check List;
 - (G) Supply Arrangement Number E60ZT-180027/028/ZT; and
 - (i) the Contractor's bid dated December 19, 2018.

6.16 Basis for Canada's Ownership of Intellectual Property

Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

- where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

6.17 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

6.18 Replacement of Specific Individuals

- 1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

6.19 Ownership

1. Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751 Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

6.20 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

6.21 Intellectual Property Infringement and Royalties

- 1. The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- 2. If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of Justice Act</u>, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.
- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - (c) the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.

- 4. If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - (a) take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

6.22 Pre-Contractual Work

In order for the Contractor to meet its obligations under the Contract, the Parties acknowledge that the Contractor has started the Work required pursuant to the Contract before the effective date of the Contract (Pre-contractual Work) and has incurred costs in the performance of such work. Costs incurred by the Contractor in the performance of the Pre-contractual Work, that would have been treated as costs reasonably and properly incurred if they had been incurred after the effective date of the Contract, will be paid to the Contractor in accordance with the Basis of Payment of the Contract subject to acceptance of the Pre-contractual Work by Canada. The Contractor agrees that upon such payment by Canada to the Contractor, Canada will be released and forever discharged from all manner of actions, claims, suits or demands in relation to the Pre-contractual Work.

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "A"

STATEMENT OF WORK

<u>TITLE:</u> Professional services to assist the Fisheries Protection Program with process improvement and tool development in advance of the potential coming into force of Bill C-68 using current project management approaches and techniques.

Duration: Date of award – March 31, 2019

Background statement:

On November 13, 2015, the Prime Minister mandated the Minister of Fisheries, Oceans and the Canadian Coast Guard to review the previous government's changes to the *Fisheries Act*, restore lost protections and incorporate modern safeguards. Proposed amendments to the federal *Fisheries Act* passed Third Reading in the House of Commons on June 20, 2018 and the bill (Bill C-68) is currently being reviewed by the Senate. In preparation for the potential coming into force of Bill C-68 (anticipated June 2019), the Fisheries Protection Program (FPP) is reviewing and improving its internal and external processes and tools to construct a revitalized program and ensure a smooth implementation upon coming into force.

Objectives:

The contract objectives include the following:

- 1- The creation of a <u>framework</u> for the development of FPP products such as Guidelines, Standard Operating Procedures, Codes of Practice and other program and policy documents. The framework will incorporate applicable business management concepts such as product lifecycle approaches, risk management and modern techniques and technologies used to ensure client-driven and results-oriented processes. The framework will build on existing internal and external models;
- 2- Identification of all tools (e.g. templates, forms, protocols, process maps, other documents) required to implement the framework; and
- 3- Draft or develop initial tools (identified in #2) required to implement the framework/lifecycle approach.
- A Code of Practice will be used as a product example to work through the lifecycle and identify tools required for implementation.
- Current drafts and other related documents will be shared by the Project Authority as a starting point.
- The Project Authority and other program staff will be available to provide guidance throughout the contract.
- One to three meetings with key staff will be organized by the Project Authority to help focus the work and provide direction during different phases of work.

Key deliverables:

1- A framework for product development. This should be accompanied by a report and PowerPoint presentation that outline how and why the framework and tools were developed, and how they should be used. A concrete example (i.e. Code of Practice) should be used to illustrate how the framework should be applied. Recommendations for continuous learning and improvement should be included.

Page 9 of - de 14

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

- 2- A list of all supporting tools required for implementation of the framework.
- 3- A "handbook" of all supporting tools with specific user instructions and important considerations.

Benefits

Modern and efficient business practices and tools to:

- ensure a comprehensive approach for the development of Standard Operating Procedures (internal), Codes of Practice (external) and other program documents
- provide a basis for integrating all relevant FPP expertise and functions and ensuring collaboration between teams
- ensure a consistent approach for measuring, monitoring, tracking and reporting on performance using standardized templates
- allow the program to learn and adapt, facilitating a culture of continuous improvement

Resource material:

The Project Authority will provide all available background documentation. FPP staff will be available for interviews and meetings. Product examples, existing process documents, templates and forms will be provided.

Location of work

The Contractor will complete this work at their own premises and will not require access to departmental networks, office space or office equipment / software. No travel or living expenses will be incurred for this work.

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-180751 Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "B" BASIS OF PAYMENT

The rates specified below include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 6, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the <u>National Capital Act</u>, R.S.C. 1985, c. N-4, S.2.
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	Period	All-inclusive fixed Per-Diem Rate
	Period from Date of Award	to March 31, 2019
1a	9.3 Business Consultant - Sr.	
	Name: Jennifer Davis	
1b	9.3 Business Consultant - Sr.	
	Name: Barb Sweazey	
1c	9.3 Business Consultant - Jr.	
	Name: Kristie Duncan	
1d	Stratos Administration Costs	

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) ÷ 7.5 hours

- All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

Solicitation No. - N° de l'invitation F5211-180751 Client Ref. No. - N° de réf. du client FP919-18022

Amd. No. - N° de la modif.

F5211-180751

File No. - N° du dossier

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

Government Gouve du Ca	recte	Contract Number / Numbro du co	rdrad
a va oromana od od		Security Classification / Classification d Unclassified	le securité
ARTA CONTRACT INFORMATION /	SECURITY REQUIREMENTS CH EVERIFICATION DES EXIGENCES REL PARTIF A INFORMATION CONTRACT IEL	ATIVES À LA SÉCURITÉ (LVERS)	
Originating Sovermment Department or	Grganization /	2. Branch or Directorate / Direction gér	nerale ou Tirrection
Ministère ou organisme gouvernements		Econystems Management FPP	and the least and
a) Subcontract Number / Numéro du con		Address of Subcontractor / Nort et adresse du suiting 2004 - 1 Nicholos Street, Ottawa, ON, KLN	
development of new products to support	ption du travail schon program would like to obtain the services o the delivery of the program Specifically, FFHPP II i, and overarching guidance about how the proces	seeking completion of a process to develop nev	products, a list of
a) Will the supplier require access to Co Le fournissaur aura-14 accès à des s			Men Yes Out
Regulations? Le fournisseur aura-t-8 accès à des d	cleasified military technical data subject to the formées techniques militaires non classifiées qu		No Yes Out
pur le contrôle des données technique indicate the type of access required / in			
Le fournisseur ainsi que les employés (Spacify the level of access using the		IEO eformation or assets? les biens PROTÉGÉS el/ou CLASSIFIES?	No Yes
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Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

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Solicitation No. - N° de l'invitation F5211-180751 Client Ref. No. - N° de réf. du client FP919-18022

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-180751

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d'approvisionnement Fisheries and Oceans Canada | Pêches et Procurement Hub | Centre

Océans Canada 200 Kent Street

Ottawa, ON K1A DE6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Signature The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

'Havch 13/19

Name, title of person authorized to sign (type or print) wom et titre du signataire autorisé (caractère d'impression

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

Organization: N12 Consulting Corp. Address: 346 Somerset St. Suite 300 Ottawa, ON K2P 0J9

Telephone : (613) 667-5903

PWGSC-TPSGC 9400-10 (02/97)

Date: 2019.03.20 11:32:27 -04'00' Digitally signed by Julien, Julien, Stephane 2 stephane 2 For the Minister - Pour le Ministre Total est. cost - Coût total est. \$180,000.00

Fascimile No. N° de télécopieur

n/a

(343) - 548 - 5181

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'onginal et deux copies à: Senal No. Nº de séne 0001 Goods and Services Tax - Taxe sur les produits et services 65610-524-120-4802-00000-6 EN578-170432/200/EI Address inquiries to: Adresser toute demande de renseignements à: PWGSC File No. - Nº de référence des TPSGC March 7, 2019 FP802-190020 Financial Code(s) - Code(s) financier(s) Fisheries and Oceans Canada 200 Kent Street 무 Requisition No. - Nº de la demande Date of Contract - Date du contrat Contract No. - Nº du contrat Ottawa, ON K1A 0E6 Order Office Bureau demandeur Stephane Julien FP815 Telephone No. Nº de téléphone \$23,400.00 Destination F.O.B. - F.A.B. See Herein Duty - Droits Included Destination



1.1 REQUIREMENT

- N12 Consulting Corp. (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract.
- b. Client(s): Under the Contract, the "Client" is the Department of Fisheries and Oceans Canada.
- c. Reorganization of Client: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. **Defined Term**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meaning:
 - i. Any reference to an Identified User is a reference to the Client.
 - ii. "deliverable" or "deliverables" includes all documentation outlined in this Contract
 - iii. "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

1.2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> issued by Public Works and Government Services Canada (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual).

a. General Conditions:

2035 (2018-6-21), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- 5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or
 - b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

b. 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination. Supplemental General Conditions:

1.5 SECURITY REQUIREMENT

The following Security Requirement Check List (SRCL and related clauses) applies to the Contract.

PWGSC FILE # Common PS SRCL #6

- 1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved Document Safeguarding at the level of PROTECTED B, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- This contract includes access to Controlled Goods. Prior to access, the contractor must be registered in the Controlled Goods Program of PWGSC.
- The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CISD/ PWGSC.
- 4. The Contractor MUST NOT utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/ PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed up to the level of PROTECTED B.
- 5. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
- 6. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition)

1.6 CONTRACT PERIOD

- a. **Contract Period**: The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends March 31, 2020; and
 - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

b. Option to Extend the Contract :

- i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

1.7 AUTHORITIES

a. Contracting Authority

The Contracting Authority for the Contract is:

Name: Stephane Julien

Title: Senior Contracting Officer

Organization : Fisheries and Oceans Canada Address : 200 Kent Street, Ottawa, ON K1A 0E6

Telephone: 343-548-5181

E-mail address: stephane.julien2@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. Technical Authority The Technical Authority for the Contract is:

Name: Stefan Gawalewicz

Title: Director, Financial and Administrative Systems

Organization: Fisheries and Oceans Canada

Address: 200 Kent St. Ottawa, ON K1A 0E6 Room 9W051

Telephone: (613) 993-9510

E-mail address : stefan.gawalewicz@dfo-mpo.gc.ca

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c. Contractor's Representative :

Name: Mike Lajoie

Organization: N12 Consulting Corp. Address: 346 Somerset St. Suite 300

Ottawa, ON K2P 0J9 Telephone : (613) 667-5903 E-mail address : mike@n12.ca

Note to Bidders: The Contractor's Representative, Contracting Authority, Technical Authority and contact information will be identified at the time of contract award.

1.8 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice</u>: 2012-2 of the Treasury Board Secretariat of Canada.

1.9 PAYMENT

a. Basis of Payment

i. **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex "B", Basis of Payment, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday

Estimated Cost: \$180,000.00

ii. Pre-Authorized Travel and Living Expenses:

Canada will not pay any travel or living expenses associated with performing the Work.

iii. Applicable Taxes:

Estimated Cost: \$23,400.00

Competitive Award: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.

- iv. Professional Services Rates: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- v. **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

b. Limitation of Expenditure

- vi. Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and applicable taxes are extra.
- vii. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.
- viii. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
 - A. It is 75 percent committed, or
 - B. 4 months before the Contract expiry date, or
 - C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

ix. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

c. Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract:
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

d. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

a. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- 2. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

1.10 INVOICING INSTRUCTIONS

a. The Contractor must submit invoices in accordance with the information required in the General Conditions.

- b. The Contractor's invoice must include a separate line item for each subparagraph in the Basis of Payment provision.
- c. By submitting invoices the Contractor is certifying that the goods and services have been delivered and that all charges are in accordance with the Basis of Payment provision of the Contract, including any charges for work performed by subcontractors.
- d. The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca

1.11 CERTIFICATIONS

Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

1.12 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

1.13 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. General Conditions 2035 (2018-06-21);
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Security Requirements Check List;
- f. the Contractor's bid dated February 5, 2019.

1.14 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

- The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- 2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
- The Contractor should forward to the Contracting Authority within ten (10) days after the date
 of award of the Contract a Certificate of Insurance evidencing the insurance coverage.
 Coverage must be placed with an Insurer licensed to carry out business in Canada and the

Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

- 1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

- I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

- 1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

1.15 LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. First Party Liability:

- The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties":
 - B. physical injury, including death.
- ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:

- A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
- B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. Third Party Claims:

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

1.16 JOINT VENTURE

The Contractor confirms that the name of the joint venture is _____ and that it is comprised of the following members: [list all the joint venture members named in the Contractor's original bid].

- a. With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
 - i. _____ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract:
 - ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and

- iii. all payments made by Canada to the representative member will act as a release by all the members.
- b. All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- c. All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- d. The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- e. The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

Note to Bidders: This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.

1.17 PROFESSIONAL SERVICES - GENERAL

- a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- 1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.
 - The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
 - assess the information provided under (c) (1) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon

assessment of the replacement, Canada may accept the replacement, exercise the rights in (2) (a) above, or require another replacement in accordance with this sub article (c).

Where an Excusable Delay applies, Canada may require (c) (2) (b) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.

- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- 4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

1.18 SAFEGUARDING ELECTRONIC MEDIA

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

1.19 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

1.20 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

1.21 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as a Contractor Representative prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

ANNEX A STATEMENT OF WORK

1. TITLE

Task-Based Informatics Professional Services Supply Arrangement Under Stream 1: Applications Services Require One (1) Senior Enterprise Resource Planning (ERP) Functional Analyst To Support DFO Oracle Purchasing And Project Costing Modules.

2.0 BACKGROUND

Fisheries and Oceans Canada (DFO) operates an Oracle based Integrated Financial Materiel Management System known as ABACUS which became operational April 1, 1996.

There are approximately 3,000 finance, administrative or expert users using ABACUS, DFO is currently supporting the following modules in Oracle Financials (e-Business Suite) version 12.1.3 as the base platform:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Purchasing
- Project Costing
- Fixed Assets

The following list identifies some of our major ERP interfaces to external systems:

- Salary Management System (SMIS)
- Management Reporting System (MRS)
- Receiver General Interfaces. These interfaces are common to members of the Oracle Financials Cluster Group. The interface code is developed and maintained by the Cluster Group
- ➤ GAC Government Acquisition Card (developed by the Oracle cluster group for use by any Federal department using Oracle Financials)

The work involves a dual role of systems development support as well as ongoing support of our existing applications and databases.

3.0 ESTIMATED VALUE

The total value of this contract from this RFP shall not exceed \$160,000.00 annually including all the associates cost such as professional services per diem rate, miscellaneous, except option periods and all applicable taxes.

4.0 RESOURCE REQUIREMENT

DFO requires one (1) qualified firm to accomplish the work outlined in this statement of work.

Under Stream 1: Applications Services – A.2 One Enterprise Resource Planning (ERP) Functional Analyst at Level 3

5.0 TRAVEL & LIVING EXPENSES

There will be NO travel for this contract.

6.0 SCOPE OF REQUIREMENT

The consultant will be required to support the ongoing requirements of the Oracle Purchasing and Project Costing modules for a large department with over 3000 active users, managing issues as they arise and meeting tight deadlines

7.0 TASKS

A consultant will perform the following tasks but not limited to:

- Provide level 3 support to user community and FAS staff to analyse, diagnose and correct system issues.
- Provide advice to the purchasing and general materiel management community and facilitate decision making by providing a range of options and costing alternatives.
- Prepare and document fit-gap, options and use case scenarios for potential implementation of new features and present findings to management with recommendations.
- IMPLEMENT SYSTEM ENHANCEMENTS AND MODIFICATION TO SYSTEMS TO REFLECT CHANGES IN LEGISLATION AND REGULATIONS.
- DEVELOP TEST SCRIPTS AND TEST SYSTEM CHANGES AND ENHANCEMENTS USING BOTH MANUAL AND AUTOMATED TESTING TECHNIQUES.
- DEVELOP TRAINING MATERIAL TO DOCUMENT SYSTEM CHANGES AND ENHANCEMENTS.
- Work with technical team as the functional expert for the development of new software and customizations to existing tools.
- DESIGN AND DEVELOP CUSTOM REPORTS AND AD HOC QUERIES AS REQUIRED TO MEET DEPARTMENTAL REPORTING REQUIREMENTS FOR INTERNAL REPORTING, CENTRAL AGENCY REPORTING AND MINISTERIAL/ACCESS TO INFORMATION REQUESTS.
- DESIGN AND IMPLEMENT NEW DESCRIPTIVE FLEXFIELDS AND VALUE SETS OR MODIFY EXISTING AS REQUIRED TO MEET UNIQUE REPORTING REQUIREMENTS.
- Provide functional support for the proactive disclosure of travel and hospitality, purchase orders over \$10K, grants and contributions over \$25K and procurement reporting related to land claim agreements.
- Provide functional support for DFO's custom APEX based applications including iDisclose, iAgree, iContribute and iResolve.
- Act as project functional expert to design and develop custom APEX applications based on the unique requirements of DFO and ensuring any potential solution meets these requirements.
- Transfer knowledge as required with respect to the setup, functionality and procedures of the Purchasing module, project costing module and the various departmental systems and reports used for internal and external reporting requirements.
- Manage year end activities related to the purchasing and project costing modules.

8.0 DELIVERABLES

There will be NO deliverable for this contract.

9.0 OWNERSHIP OF INTELLECTUAL PROPERTY

There is NO Intellectual Property generated for this contract.

10.0 LOCATION OF WORK

All work will be performed at 200 Kent Street. DFO will provide work space in its office for the Contractor.

11.0 LEVEL OF EFFORT AND CONTRACT DURATION

Professional services are required from date of contract award to March 31, 2019.

This level of effort is only estimation made in good faith and is not to be considered in any way as a commitment from Canada.

DFO reserve the right to exercise one (1) additional twelve (12) months contract option period.

Category Personnel	Estimated Level	of Effort (days)
	Initial Contract Period Commencing	Option 1 Period Commencing from
	from: April 1, 2019 to 31 March 2020	April 1, 2020 to March 31, 2021
(B.1) One (1)		
Business		
Analyst at		
Senior Level		

12. DFO'S OBLIGATIONS

- Access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.
- Access to facilities and equipment (i.e. a workstation with a computer and associated equipment, telephone, etc.)
- Provide other assistance or support.

13.0 CONTRACTOR'S OBLIGATIONS

No equipment/furnishings may be purchased.

The Contractor shall take reasonable and proper care of federal equipment/furnishings that are used in carrying out this project.

14.0 LANGUAGE OF WORK

The proposed resource <u>must</u> be fluent in English or French (Written, Spoken, and Comprehension). Fluent is defined as Written, Verbal, and Comprehension at an intermediate or advance level. Please see below legend.

Legend	Oral	Comprehension	Written
Basic	A person speaking at this level can: ask and answer simple questions; give simple instructions; and give uncomplicated directions relating to routine work situations.	A person reading at this level can: • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine jobrelated tasks.	A person writing at this level can: Write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: sustain a conversation on concrete topics; report on actions taken; give straightforward instructions to employees; and Provide factual descriptions and explanations.	A person reading at this level can: • grasp the main idea of most work-related texts; • identify specific details; and • Distinguish main from subsidiary ideas.	A person writing at this level can: Deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	A person speaking at this level can: support opinions; and understand and express hypothetical and conditional ideas	A person reading at this level can: understand most complex details, inferences and fine points of meaning; and Have a good comprehension of specialized or less familiar material.	A person writing at this level can: Write texts where ideas are developed and presented in a coherent manner.

ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the following Basis of Payment for work performed pursuant to the Contract. All deliverables are F.O.B Destination, and Canadian Customs Duty included, and GST/HST extra, where applicable. There are no Travel costs to be associated within this contract.

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked is less than a day will be prorated to reflect actual time worked in accordance with the following formula:

Days worked = Number of hours worked / 7.5

INITIAL CONTRACT PERIOD:

		Initial Contract Per	iod	, , , , , , , , , , , , , , , , , , , ,			
	(Date of Contract award to March 31, 2020)						
Resource Category ERP Functional Analyst (A.2)	Level of Expertise Level 3	Name of Proposed Resource TIM GILLIGAN	Estimated Firm Per number of Diem Days Rate	Total Cost \$180,000.00			

OPTION PERIOD: April 1, 2020 To March 31, 2021

		Initial Contract	Period	
	(Da	ite of Contract award to	o March 31, 2021)	
Resource Category	Level of Expertise	Name of Proposed Resource	Estimated Firm Per number of Diem Days Rate	Total Cost
ERP Functional Analyst (A.2)	Level 3	TIM GILLIGAN		\$180,000.00

ANNEX C SECURITY REQUIREMENTS CHECK LIST

COMMON-PS-SRCL#6



Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contr	at
Security Classification / Classification de s UNCLASSIFIED	sécurité

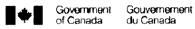
	ECURITY REQUIREMENT OF THE COMPANY O	IGENCES REL	ATIVES À LA S	ÉCURITÉ (LVERS)					
1 Ongrating Government Department or Organizat		UNIKACIJELL		or Directorate / Direction génér	rale ou Direc	tion			
Ministère ou organisme gouvernemental d'ongine		Oceans Canada		CFO					
3 a) Subcontract Number / Numéro du contrat de so	ous-traitance	3 b) Name and	Address of Subco	ntractor / Nom et adresse du se	ous-traitant				
4 Bnef Description of Work / Brève description du tr	avai	1							
Oracle Financials Functional Analyst									
- -									
5 a) Will the supplier require access to Controlled G	ioods?				/ No	Ye			
Le fournisseur aura-t-t accès à des marchandi					Non	$\square \tilde{\alpha}$			
5. b) Will the supplier require access to unclassified	military technical da	da subject to the	provisions of the T	echnical Data Control	, No	Ye			
Regulations?					✓ Non	<u></u>			
Le fournisseur aura-t-il accès à des données te	chniques militaires	non classifiées qu	ii sont assujetbes i	aux dispositions du Réglement					
sur le contrôle des données techniques? 3 Indicate the type of access required / Indiquer le	hene d'année requer								
6 a) Will the supplier and its employees require acc					No	✓ Ye			
Le fournisseur ainsi que les employés auront-il (Specify the level of access using the chart in C		ignements ou a c	es bens PRUTEU	DES EVOU CLASSIFIES	Non L	<u>▼</u> 0u			
(Préciser le niveau d'accès en utilisant le table)		question 7. c)							
B b) Will the supplier and its employees (e.g. cleans	rs, maintenance pe	rsonnel) require a	ccess to restricted	access areas? No access to	/ No	Ye			
PROTECTED and/or CLASSIFIED information	or assets is permitti	ed			Non				
Le foumisseur et ses employés (p. ex. nettoyer				d'accès restreintes? L'accès					
à des renseignements ou à des biens PROTE(B c) is this a commercial courier or delivery requirer			onse			T 1V-			
o c) is this a commercial couner or delivery requirer S'agit-il d'un contrat de messagene ou de livral			de rust?		√ No Non	Ye			
7. a) Indicate the type of information that the supplie				on anomalia former core dours					
1 1			re type u imonnau	1					
Canada ✓	NA I	O/OTAN		Foreign / Étranger					
7. b) Release restrictions / Restrictions relatives à la									
No release restrictions	All NATO country			No release restrictions					
Aucune restriction relative à la diffusion	Tous les pays de	TOTAN		Aucune restriction relative à la diffusion					
a la direction				a sa disusion					
Not releasable				1					
À ne pas diffuser									
Proportion (1 mail 2	0			Bouton day di udi i					
Restricted to: / Limité à	Restricted to / Li			Restricted to: / Limité à					
Specify country(ies) / Préciser le(s) pays.	Specify country(es). / Préciser le(s) pays .	Specify country(ies). / Précis	er le(s) pay:	5 .			
7 c) Level of information / Niveau d'information									
PROTECTED A	NATO UNCLASS	SIFIED		PROTECTED A	\Box				
PROTÉGÉ A 🔻	NATO NON CLA	SSIFIÉ		PROTÉGÉ A					
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TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité UNCLASSIFIED

Canada

COMMON-PS-SRCL#6



Contract Number / Numéro du contrat	
Security Classification / Classification de sécurité UNCLASSIFIED	

DAOT A /						
PART A (continued) / PARTIE A (suite) 8. Will the supplier require access to PROTECTED a	nd/or CLASSIFIED COMSEC information or assets?	No Yes				
Le fournisseur aura-t-il accès à des renseignemen	ts ou à des biens COMSEC désignés PROTEGES et/o					
If Yes, indicate the level of sensitivity:						
Dans l'affirmative, indiquer le niveau de sensibilité 9. Will the supplier require access to extremely sens		✓ No Yes				
	eve inicose de montaion of assets: its ou à des biens INFOSEC de nature extrêmement dé					
Short Title(s) of material / Titre(s) abregé(s) du ma Document Number / Numéro du document :	tériel					
PART 8 - PERSONNEL (SUPPLIER) I PARTIE 8 -						
 a) Personnel security screening level required / N 	iveau de contrôle de la sécurité du personnel requis					
RELIABILITY STATUS	CONFIDENTIAL SECRET	TOP SECRET TRÈS SECRET				
TOP SECRET - SIGINT TRES SECRET - SIGINT	NATO CONFIDENTIAL NATO SECRET					
SITE ACCESS		ODDING MEG GEORE.				
ACCES AUX EMPLACEMENTS						
Special comments Commentaires spéciaux	and the state of t					
NOTE: If multiple learning of comparing	are identified, a Security Classification Guide must be prov	aded				
	are identatied, a Security Classification Guide titusi de prof le contrôle de sécurité sont reguis, un guide de classific					
10 b) May unscreened personnel be used for portion	is of the work?	/ No Yes				
Ou personnel sans autorisation sécuritaire per	·	NonOut				
If Yes, will unscreened personnel be escorted Dans l'affirmative, le personnel en question se		✓ Non Yes Non Out				
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C	MESURES DE PROTECTION (FOURNISSEUR)					
INFORMATION / ASSETS / RENSEIGNEMEN						
11 a) Will the supplier be required to receive and str	ore PROTECTED and/or CLASSIFIED information or as					
premises?		Non LOU				
Le fournisseur sera-t-il tenu de recevoir et d'el CLASSIFIÉS?	ntreposer sur place des renseignements ou des biens P	ROTEGES et/ou				
CLASSIFIES:						
11. b) Will the supplier be required to safeguard COI		✓ No Yes				
Le fournisseur sera-t-il tenu de protéger des re	inseignements ou des biens COMSEC?	Non Ou				
PRODUCTION						
PRODUCTION						
41 a) Mill the employees (manufacture, and/or manic a	nd/or modification) of PROTECTED and/or CLASSIFIED i	naterial or equipment NoYes				
occur at the supplier's site or premises?	industrialistifus Photec (ED and o CD-33) (ED)	Non Our				
Les installations du fournisseur serviront-elles à	la production (fabrication et/ou réparation et/ou modificatio	n) de matériel PROTÉGÉ				
et/ou CLASSIFIE?						
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as acceptable and the second s		and/or CLASSIFIED IN Yes				
11 d) Will the supplier be required to use its 11 system: information or data?	s to electronically process, produce or store PROTECTED	and/or CLASSIFIED Non Our				
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des						
renseignements ou des données PROTÉGÉS e						
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	lier's IT systems and the government department or agen stème informatique du fournisseur et celui du ministère ou					
gouvernementale?	Service and insurque our rotations on or total our residence our	uc regulate				
TBS/SCT 350-103(2004/12)	Security Classification / Classification de sécurité					
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	UNULABBIFIED	Canada				

Page **20** of **22**

COMMON-PS-SRCL#6



Contract Number / Numéro du contrat Security Classification / Classification de sécurité UNICLASSIFIED

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Security Classification / Classification de securite UNCLASSIFIED

Canada

ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any o	of the 1	following E	lectronic l	Payment	Instrument(S) :
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- () MasterCard Acquisition Card;
- (X) Direct Deposit (Domestic and International);



Fisheries and Oceans Canada

SUPPLIER - FOURNISSEUR

Pêches et Océans Canada

PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herein)

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté) représenté par le Ministre des Pêches et Océans Canada (ci-après appelé " Pêches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

MARC CARRIERE	IMPORTANT The Contract No. must appear on invoices, B/L, packing lists, correspondence and cutside containers. Le No. de contrat doit être indiqué sur les factures, les connœssements, les listes d'emballage, la correspondence et à l'extérieur des contenants.				
Canada	Contract No./ No. de contrat.	FP996-180016			
	Amend. No/No. de modif	0			
ISSUED BY - PRÉPARÉ PAR	Contract Award Date/				
	Date d'octroi de contrat	07-MAR-2019			
AQUACULTURE MANAGEMENT DIRECTORATE AQUATIC ECOSYSTEMS SECTOR 200 KENT STREET 10TH FLOOR, 10N207	Address Enquiries to - Adresser toute d	emande à			
OTTAWA, ON KIA 0E6	Tel: E-mail:				
Tel: 613 991-0255 E-mail: MICHAEL.PAQUETTE@DFO-MPO.GC.CA					

This purchase document references Standing Offer Agreement Number /

Ce document d'achat fait référence à un numéro d'entente d'offre à commandes E60ZT-180025/248/ZT

SHIP TO/ FP996	BILL TO/ DFO.invoicing-facturation.MPO@canada.ca
EXPÉDIER À:	FACTURER À:
AQUACULTURE MANAGEMENT DIRECTORATE AQUATIC ECOSYSTEMS SECTOR 200 KENT STREET 10TH FLOOR, 10N207 OTTAWA,ON K1A 0E6 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada Attn: PAQUETTE,MICHAEL

Departmental F	inancial Codes - Codes financiers ministériel	Freight Terms - Conditions pour les frais de transport			
6H200-471-120-4403-00000-6		Contract End Date	- Date de fin du contrat		
FOB - FAR	PST No Nº de TVP Exemption	HST/GST - TPS / TVH	Estimated Total Cost - Prix total prévu 8,800.00 CAD		
		EXTRA	(Tax excluded)/(Toxe exclus)		

Continued/ suite...



Fisheries	and	Ocean
Canada		

Pèches et Océans Canada Page

2	of/de	3

PURCHASE ORDER

(Continuation sheet)

COMMANDE D'ACHAT

(suite)

P.O. No Nº de commande	
	FP996-180016
Amend. No Nº de modif.	
	0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order

Le Fournisseur accepte de fournir Péches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

Item no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total prévu
,	Support on an upcoming advertised EC-07 staffing process	31-MAR-19		EA /CH-EACH/C		1,500.00
2	Support on an upcoming advertised EC-07 staffing process	01-APR-19		HACUN EA /CH-EACH/C HACUN		7,300.00

Fisheries	and	Oceans
Canada		

Pêches et Océans Canada

Page	3	of/de	3

<i>PURCHASE</i>	OR	DER
(Continue	ation	sheetl

COMMANDE D'ACHAT

(suite)

P.O. No. - N° de commande

FP996-180016

Amend. No. - N° de modif.

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including:

Les documents ci-joints font partic intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tells que décrits dans cette demande, incluant:

Continued/ suite...

FOR THE SUPPLIER - POUR LE FOURNISSEUR			
Signature	Witness - Témoin	Date	
Mare Carenière		March 8, 2019	
Print or type - Imprimer ou dactylographics	Position title - Titre du poste		
MARC CARRIERE	Consulbant		
C	Witness - Témoin	Date	
Signature	withess - remain	Date	
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	4	
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE MI			
Signature	Position title - Titre du poste	Date	
	A/Director General	NAD 0 0 0040	
U	General MAR 8 8 20		
Print or type - Imprimer ou dactylographier	,		
John Campbell			

To)	Distribution		Security Classification - Classification de sécurité Unclassified Our File - Notre référence
_	Assistant Deputy Minister, Aquatic Ecosystems Sector Sous-ministre adjoint, Secteur de la gestion des écosystems		Your File - Votre référence
From De	aquatiques	.5	1 mars 2019 / March 1, 2019

Subject Objet

Absence from the office

Please note that the responsibilities of the Director General, Aquaculture Management will be assumed by:

John Campbell (from March 1st to 29th, 2019)

Absence du bureau

Veuillez noter que les responsabilités du directeur général, Gestion d'aquaculture seront assumées par :

John Campbell (du 1 au 29 mars 2019)

Philippe Morel

Distribution:

Minister's office/Cabinet du Ministre DMB Members / Membres du CGM AE Management Team / Equipe de gestion de la ÉA Finance & Personnel FP996-180016

Marc Carrière

JST (#**92**047 0020 PT006

HST (#82947 0020 RT0001) **DFO Vendor Number : 144883**

February 27, 2019

John Campbell
A/Director General
Aquaculture Management
Aquatic Ecosystems Sector
Fisheries and Oceans Canada
200 Kent Street
Ottawa, Ontario, K1A 0E6

I am pleased to submit this proposal to provide staffing support on an upcoming advertised staffing process (EC-07).

The services will be provided on an as requested basis. Fees will be charged only for services rendered. The following are the key deliverables and activities that I could carry out if required:

- 1. Development of a Statement of Merit Criteria
- 2. Assessment of candidates on priority lists
- 3. Development of a written exam, scoring grid and answer elements
- 4. Preparation of an interview guide, scoring grid and answer elements for selection board interviews
- 5. Development of a guide and scoring grid for reference check interviews
- 6. Development of communication materials intended to invite candidates to the different stages of the process, including instructions.
- 7. Preliminary screening of applicants
- 8. Evaluation and scoring of written exams
- Participation as an external board member in interviews, documentation and preparation of reports on outcomes
- 10. Conduct of reference checks via email (requests sent to referees, asking them to complete in writing and return an electronic reference form)
- 11. Production of reports for the Project Authority on the results of evaluation stages of the staffing process.

TIMELINES:

I am available to begin the work upon contract award. Scheduling of the work will be determined with the project authority upon contract award.

FEES

The fees for these services are per hour, plus HST. The estimated level of effort for this assignment is hours. Hence, the total cost for this assignment should not exceed \$8,800, plus HST.

The level of effort for this proposal is based on the assumption that DFO will:

- Have a staff member who will perform the logistical tasks associated to the staffing
 process (such as scheduling candidates for written exams and interviews; booking rooms
 for interviews, making arrangements to translate documents; etc.);
- Arrange translation of documents;
- Provide other logistical support

LANGUAGE REQUIREMENTS

The services will be provided in English.

Translation and printing of documents will not be included in the contract and will be under DFO responsibility.

LOCATION OF WORK:

The services will be completed at my workplace, which holds Public Services and Procurement Canada DOS/FSC Document Safeguarding: Protected B.

I will be available to meet with DFO as required, at 200 Kent St, Ottawa, ON.

SECURITY

- Marc Carrière: Reliability Status –File number: (Granted by the Industrial Security Sector, Public Services and Procurement Canada)
- DOS/FSC Document Safeguarding: Protected B

PSPC PROSERVICES STANDING ARRANGEMENT

Legal Name: Marc Carriere

Standing Arrangement Number: E60ZT-180025/248/ZT Procurement Business Number: 829470020PG0001 Stream: Stream 8 - Human Resources Services Category: 8.8 - Staffing Consultant - Level 3

Finally, I look forward to working with you on this assignment. If you have any questions, please do not hesitate to contact me.

Sincerely.

Marc Carrière

 + 	Public Works and Gover Services Canada	mment Travaux publics et Services gouvernementaux Canada				a Standing	Offer à commandes
Micha 200 K Ottaw	Expédier à nel Paquette cent St., ST10N190 ra, ON	FP996	To the supplier: The standing offer identified below is accepted as follows: are required to supply the goods or services, or both, shown below at the prion the pricing basis stated and in accordance with the other conditions stated the standing offer. Only goods or services, or both, included in the standing of will be supplied in the call-up against the standing offer.			cepted as follows: You in below at the prices or ir conditions stated in	
micha	iel.paquette@dfo-mpo.	gc.ca K1A 2H0					us est acceptée selon
Supplier	- Fournisseur					umir les biens ou le base de tarification	es services, ou les deux, de établie, et
Marc	Carriere						offre à commandes. Offre à commandes
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	ow the following reference numb				6H200-471-1	20-4403-00000-6	
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	E60ZT-180025/248/ZT					, ,	
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Le repn associé	ésenfant de l'utilisateur désign e à l'approvisionnement et qui	ser signing the call-up form must indicate nere applicable, the place of supply for th le qui signe le formulaire de commande s i déterminera, le cas échéant, le lieu d'ap	ubséquente doit provisionnement	indiquer so pour cette	on adresse mun commande.	icipale, qui constitue	ra l'adresse la plus
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				+			***
1	To provide support on up FY18-19	coming advertised EC-07 staffing	process,	HR			1,500.00
2		coming advertised EC-07 staffing	process, FY	HR			7,300.00
	19-20		•				
				1			
		•					
Special I	nstructions - Instructions particuli	ères				Total	8,800.00
							0,000.00
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Name - Nom			Telephone N			(YYYY-MM-DD)	(LL-MM-AAAA)
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7 0							
~	Signature (Mandatory - Obligatolin	e) Date (YYY-MAN-DD - AAAAAAA-U) 3	ignature (Ma	indatory - Obligatoir		SC-TPSGC 942 (01/2014)
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Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

Public Works and Government Travaux publics et Services Services Canada gouvernementaux Canada

Department of Fisheries and Oceans Procurement Hub **Materiel and Procurement Services** 301 Bishop Drive Fredericton, NB E3C 2M6

CONTRACT - CONTRAT

You are requested to sell to the Mayesty the Queen in right of Canada, in accordance with the terms and conditions set out berein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandors de vendre à Sa Mayesté la Reine du chef du Canada, aux conditions enoncées ou incluses par référence dans les présentes et aux annexes o-jointes, les articles et les services énuméres dans les présentes et aux toute feuille o-annexée, au(x) prix indiqué(s).

The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

Terry Vida Senior Partner ConversArt Consulting Etd

tame, title of person authorized to sign (type or print) forn et titre du signataire autonsé (caractère d'impression). Signature

March 12 2019 5484

Ratum agned copy forthwith - Prière de retourner une copie durrent signée anmédiatement

ConversArt Consulting Ltd. 1651 prominade Autumn Ridge Drive Ottawa, ON K1C 6Y1 Phone: (613) 837-6061

Canadä

PWGSC-TPSGC 9400-10 (02/97)

Excluded Destination see herein - ci indus Envoices - Ongrasi and two copies are to be made out and sent to: Factures - Rempfir et envoyer Fongmal et deux copies à: OFO.invoicing-facturation.MPO@canada.ca Address inquiries to: Adresser toute demande de renseignements à: Cindy Gallant, Contracting Officer Telephone No. Fasornile No. er de téléphone Nº de télécopieur 506 238-1308 (506) 452-3676 Total est. cost - Cout total est. For the Master - Pour le Manstre \$21,600.00

PHIGSC File No. - Nº de reférence des TPSGC

Date of Contract - Date du contrat

Requisition No. - Nº de la demande Order Office

Contract No. - Nº discontrat

Bureau demandeur

FDRRQ Financial Code(s) - Code(s) financier(s)

Duty - Droits **Excluded**

F.O.B. - F.A.B

Destination

F5211-180800

2019-03-12

F5211-180800

An

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66026-550-120-4403-00000-6

Goods and Services Tax - Taxe sur les produits et services

Senal No.

Nº de séne

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PROSERVICES CONTRACT

REQUIREMENT FOR: ONE (1) 8.4 EMPLOYEE RELATIONS CONSULTANT (SENIOR) UNDER SA# E60ZT-180028/111/ZT

FOR THE

DEPARTMENT OF FISHERIES AND OCEANS CONTRACT # F5211-180800

TABLE OF CONTENTS

ARTIC	LES OF AGREEMENT4
1.1	SECURITY REQUIREMENTS
12	STATEMENT OF WORK
1.3	STANDARD CLAUSES AND CONDITIONS
1.4	TERM OF CONTRACT
1.5	AUTHORITIES
1.6	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS
1.7	PAYMENT
1.8	METHOD OF PAYMENT - MONTHLY PAYMENT
1.9	ACCOUNTS AND AUDIT
1 10	TIME VERIFICATION
1.11	INVOICING INSTRUCTIONS
1.12	NO RESPONSIBILITY TO PAY FOR WORK NOT PERFORMED DUE TO CLOSURE OF GOVERNMENT
	OFFICES
1.13	CERTIFICATIONS COMPLIANCE
1.14	APPLICABLE LAWS
1.15	PRIORITY OF DOCUMENTS
1.16	BASIS FOR CANADA'S OWNERSHIP OF INTELLECTUAL PROPERTY
1.17	TRANSLATION OF DOCUMENTATION
1.18	REPLACEMENT OF SPECIFIC INDIVIDUALS
1.19	OWNERSHIP
1.20	LIABILITY
1.21	INTELLECTUAL PROPERTY INFRINGEMENT AND ROYALTIES
ANNE)	("A" STATEMENT OF WORK11
ANNE	("B" BASIS OF PAYMENT14
A & I & A PT	V :C! CECURITY OUECWLICT

Articles of Agreement

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

Delivery Requirements Outside a Comprehensive Land Claims Settlement Area

The Contract is not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be processed individually.

1.1 Security Requirements

The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

Access to PROTECTED A information/assets at DFO site(s)

- The supplier and its personnel who require access to PROTECTED information/assets
 must each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and
 approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts or arrangements with a third party are not to be awarded without the prior
 written permission of Fisheries and Oceans Canada (i.e. a new SRCL must be
 submitted and processed following the same procedure as for the initial contract).
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract or arrangement and any security attachment.

1.2 Statement of Work

This Contract is being issued for the requirement of Professional Services for Workplace Assessment for the Department of Fisheries and Oceans Canada under the ProServices Supply Arrangement (SA) method of supply which specifically covers requirements for below the NAFTA threshold (including taxes, travel and living, amendments, etc.). The work to be performed is detailed under Appendix "A" Statement of Work.

1.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

1.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

1.4 Term of Contract

1.4.1 Period of the Contract

The period of the Contract is from date of Contract to August 31, 2019.

Authorities

1.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name:

Cindy Gallant

Title:

Contracting Officer

Department:

Fisheries and Oceans Canada

Directorate:

Materiel and Procurement Services

Address:

301 Bishop Drive

Fredericton, New Brunswick E3C 2M6

E-mail address:

Cindy.gallant@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

1.5.2 **Project Authority**

Department Name and Address

Name:

Mathieu Giroux

Title:

Director, Workplace Welf-Being

Department:

Human Resources and Corporate Services

Address:

200 Kent Street, Ottawa, ON K1A 0E6

Telephone:

613-993-0411

E-mail address:

Mathieu Giroux@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

1.5.3 Contractor's Representative

Contact Name: Terry Vida Telephone:

613-837-6061

Fax.

613-837-7622

E-mail address: tvida@conversart.com

1.6 **Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

1.7 Payment

1.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$21,600.00. Applicable Taxes are extra.

1.7.2 Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

1.7.3 Limitation of Expenditure

- Canada's total liability to the Contractor under the Contract must not exceed \$21,600.00. Applicable Taxes are extra.
- 2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
- If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

1.8 Method of Payment - Monthly Payment

SACC Manual clause H1008C(2008-05-12) Monthly Payment

1.9 Accounts and Audit

- The Contractor must keep proper accounts and records of the cost of performing the Work and of all expenditures or commitments made by the Contractor in connection with the Work, including all invoices, receipts and vouchers. The Contractor must retain records, including bills of lading and other evidence of transportation or delivery, for all deliveries made under the Contract.
- 2. If the Contract includes payment for time spent by the Contractor, its employees, representatives, agents or subcontractors performing the Work, the Contractor must keep a

record of the actual time spent each day by each individual performing any part of the Work.

- 3. Unless Canada has consented in writing to its disposal, the Contractor must retain all the information described in this section for six years after it receives the final payment under the Contract, or until the settlement of all outstanding claims and disputes, whichever is later. During this time, the Contractor must make this information available for audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audit and inspection and must furnish all the information as the representatives of Canada may from time to time require to perform a complete audit of the Contract.
- 4. The amount claimed under the contract, calculated in accordance with the Basis of Payment provision in the Articles of Agreement, is subject to government audit both before and after payment is made. If an audit is performed after payment, the Contractor agrees to repay any overpayment immediately on demand by Canada. Canada may hold back, deduct and set off any credits owing and unpaid under this section from any money that Canada owes to the Contractor at any time (including under other contracts). If Canada does not choose to exercise this right at any given time, Canada does not lose this right.

1.10 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

1.11 Invoicing Instructions

 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents specified in the Contract;
- The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO invoicing-MPO facturation@canada.ca

Indicate the Contract Number: F5211-180800

Indicate the name of the Project Authority: Mathieu Giroux

Indicate the name of the AP Coder: Ashely Eades

1.12 No Responsibility to Pay for Work not performed due to Closure of Government Offices

- (a) Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- (b) If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise

Page 7 of - de 17

would have been performed if the Contractor had been able to gain access to the premises

1.13 Certifications Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

1.14 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

1.15 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions <u>2010B</u> (2018-06-21), General Conditions Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment
- (e) Annex C, Security Requirements Checklist;
- (f) Supply Arrangement Number E60ZT-180027/142/ZT, and
- (g) the Contractor's bid dated January 17, 2019 as clarified on March 5, 2019.

1.16 Basis for Canada's Ownership of Intellectual Property

The Department of Fisheries and Oceans Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds:

 where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

1.17 Translation of Documentation

The Contractor agrees that Canada may translate in the other official language any documentation delivered to Canada by the Contractor that does not belong to Canada. The Contractor acknowledges that Canada owns the translation and that it is under no obligation to provide any translation to the Contractor. Canada agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. Canada acknowledges that the Contractor is not responsible for any technical errors or other problems that may arise as a result of the translation.

1.18 Replacement of Specific Individuals

 If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.

- 2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract

1.19 Ownership

- Unless provided otherwise in the Contract, the Work or any part of the Work belongs to Canada after delivery and acceptance by or on behalf of Canada.
- 2. However if any payment is made to the Contractor for or on account of any Work, either by way of progress or milestone payments, that work paid for by Canada belongs to Canada upon such payment being made. This transfer of ownership does not constitute acceptance by Canada of the Work or any part of the Work and does not relieve the Contractor of its obligation to perform the Work in accordance with the Contract.
- 3. Despite any transfer of ownership, the Contractor is responsible for any loss or damage to the Work or any part of the Work until it is delivered to Canada in accordance with the Contract. Even after delivery, the Contractor remains responsible for any loss or damage to any part of the Work caused by the Contractor or any subcontractor.
- 4. Upon transfer of ownership to the Work or any part of the Work to Canada, the Contractor must, if requested by Canada, establish to Canada's satisfaction that the title is free and clear of all claims, liens, attachments, charges or encumbrances. The Contractor must execute any conveyances and other instruments necessary to perfect the title that Canada may require.

1.20 Liability

The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

1.21 Intellectual Property Infringement and Royalties

- The Contractor represents and warrants that, to the best of its knowledge, neither it nor Canada will infringe any third party's intellectual property rights in performing or using the Work, and that Canada will have no obligation to pay royalties of any kind to anyone in connection with the Work.
- If anyone makes a claim against Canada or the Contractor concerning intellectual property infringement or royalties related to the Work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against Canada, according to <u>Department of</u> Justice Act, R.S., 1985, c. J-2, the Attorney General of Canada must have the regulation

and conduct of all litigation for or against Canada, but the Attorney General may request that the Contractor defend Canada against the claim. In either case, the Contractor agrees to participate fully in the defence and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. Both Parties agree not to settle any claim unless the other Party first approves the settlement in writing.

- 3. The Contractor has no obligation regarding claims that were only made because:
 - (a) Canada modified the Work or part of the Work without the Contractor's consent or used the Work or part of the Work without following a requirement of the Contract; or
 - (b) Canada used the Work or part of the Work with a product that the Contractor did not supply under the Contract (unless that use is described in the Contract or the manufacturer's specifications); or
 - the Contractor used equipment, drawings, specifications or other information supplied to the Contractor by Canada (or by someone authorized by Canada); or
 - (d) the Contractor used a specific item of equipment or software that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Contractor has included the following language in its own contract with the supplier of that equipment or software: "[Supplier name] acknowledges that the purchased items will be used by the Government of Canada. If a third party claims that equipment or software supplied under this contract infringes any intellectual property right, [supplier name], if requested to do so by either [Contractor name] or Canada, will defend both [Contractor name] and Canada against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Contractor's responsibility and, if the Contractor does not do so, it will be responsible to Canada for the claim.
- If anyone claims that, as a result of the Work, the Contractor or Canada is infringing its intellectual property rights, the Contractor must immediately do one of the following:
 - take whatever steps are necessary to allow Canada to continue to use the allegedly infringing part of the Work; or
 - (b) modify or replace the Work to avoid intellectual property infringement, while ensuring that the Work continues to meet all the requirements of the Contract; or
 - (c) take back the Work and refund any part of the Contract Price that Canada has already paid.

If the Contractor determines that none of these alternatives can reasonably be achieved, or if the Contractor fails to take any of these steps within a reasonable amount of time, Canada may choose either to require the Contractor to do (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the Work itself, in which case the Contractor must reimburse Canada for all the costs it incurs to do so.

ANNEX "A" STATEMENT OF WORK

Scope

1. 1 Title

Workplace Assessment

1.2 Introduction

This contract is for the provision of services for a workplace assessment.

1.3 Objectives of the Requirement

The objective is to perform interviews, analyse the data and deliver a report that includes recommendations.

1.4 Background, Assumptions and Specific Scope of the Requirement

There are circumstances in a Canadian Coast Guard (CCG) unit that demonstrates some problems exist in managerial/employee relationships. As such, the Commissioner has decided to have a workplace assessment completed to be able to have information and recommendations on which to proceed.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

- Revision and analysis of the relevant documentation related to the case and work unit
- Framing the work with management and the work unit
- Information gathering
- Interviews
- Focus groups
- Written documentation
- Perform an analysis
- Provide recommendations
- Possible provision of feedback to employees
- · Possible debrief session with management and/or employees

2.2 Specifications and Standards

All interviews will have been completed and the report will be delivered in a Power Point presentation as well as verbal recommendations.

2.3 Method and Source of Acceptance

The report will be based on all interviews and will be presented by a power point presentation with verbal recommendations to provide logical and rational recommendations for the Commissioner's consideration and be approved by Project Authority.

2.4 Reporting Requirements

The contractor will provide a progress report on a monthly basis.

2.5 Project Management Control Procedures

CCG management will have meetings or phone conversations with consultant to get a status report.

2.6 Change Management Procedures

Should the mandate change, it will be approved by the Commissioner and communicated back in writing to the consultant.

2.7 Ownership of Intellectual Property

The Crown will own IP.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Support

DFO will provide rooms for the interviews onsite and will provide supporting information to understand the organization. All other work will be conducted away from DFO premises.

3.2 Location of Work, Work site and Delivery Point

The interviews and meetings of the work will be conducted at 200 Kent St, Ottawa, ON

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this Contract must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

3.3 Language of Work

The consultant must be able to read, write and speak in both French and English.

3.4 Security Requirements

It is a condition that, prior to performance of any obligation under any contract resulting from this Contract, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be security cleared by the federal government at the reliability level.

3.5 Travel and Living

No travel and living expenses will be paid under this Contract.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

The services of the Contractor will be required for a period of approximately 6 months commencing on date of contract award up to and inclusive of 31 August, 2019.

File No - No du dossier F5211-180800

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

Interviews to start in March 2019
Report to be completed by June 2019
Consultations and coaching to be completed by August 2019

Contract No - N° du contrat F5211-180800

Amd No - N* de la modif 000 File No. – No du dossier F5211-180800

ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid firm daily rates as follows, for work performed in accordance with the Contract as detailed in Annex A. Customs duties are included and Applicable Taxes are extra.

	Period	Payment Issued upon Completion of Deliverables	All-inclusive fixed Daily Rate	Volumetric Data (estimated)	Total
			A	В	C=AxB
nitia 1	Resource: Terry Vida	Upon completion of deliverables for phases 1, 2 and 3			\$21,600.00
			Total Estimated Cos	t Excluding Taxes:	\$21,600.00

Definition of a Day/Proration

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

(Hours worked × applicable firm per diem rate) + 7.5 hours

- i All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

Authorized Travel and Living Expenses

Canada will not pay any travel or living expenses associated with performing the Work.

Contract No. - N° du contrat F5211-180800 Amd No - N* de la modif. 000 File No - No du dossier F5211-180800

ANNEX "C" SECURITY CHECKLIST

Government of Canada		Gouvernoment u Canada	Contract Number / Numbro du contrat Security Classification / Classification de sécurité				
- 15 A TO - 10 A	LIST	SECURITY REQUIRE LE DE VÉRIFICATION DES EXIGE	NCES REL	ATIVES À LA SI			
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Ministere ou organisme gou	vème	mental d'origine pro		Human	resources / Workplace Well-B	len a	
a) Subcontract Number / Nu	méra			Address of Subcor	ntractor / Nom et edresse du s	ous-traitant	
Brief Descripton of Work / S	Izáve		Committee	- Tem Vida			
		ensists in meuling with excellences or groups	d empluyees	collecting information	and graduoing recommendations	for the Committe	oner
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		igine chan in thestion / c) ibisani le tableau qui se trouve à le que	stion 7 c)				
b) Will the supplier and its er	mplay	ses (c.g. cleaners maintenance person		occess to restricted	access areas? No access to	/ No	Ye
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		(p. ex nettoyeurs, personnel d'entratier blens PROTÉGÉS allou CLASSIFIÉS /			B BOCOS FOSURINAS / E.BCOBS		
c) is this a commercial court	81 OF (fall very requirement with no evernight at	crage?			No	Ye
	-	erie ou de livraison commerciale sans e				Non	_ l Oui
a) indicate the type of inform	nodar	that the supplier will be required to acce	ss / Indiquer	r le type d'informatic	n auquel la fournisseur devra	avok accés	
Ganada	1	NATO / C	TAN		Foreign / Étranger		
b) Release restrictions / Res	Inclio	is relatives à la diffusion					***************************************
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Page 15 of - de 17

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Contract No - N° du contrat Amd No - N° de la modif. File No - No du dossier F5211-180800 F5211-180800 000 Contract Number / Numero du contrat Gouvernement Government of Canada du Canada Security Classification / Classification de sécurité 8. Will the supplier require access to PROTECTED and/or CLASSIF.ED CONSEC information or access? Le fournisseur aura-till accès à dos renseignements ou à des biens COMSEC désignés PROTEGÉS at/ou CLASSIFIÉS? If Yes, Indicate the level of sensitivity;

Dans Faffrmative, Indiguerie nivosu de sensitivité

Will the supplier require access to extremely sensitive invFOSEC information or assets?

Le fournisseur aura-til accès à des renseignements ou à des biens INFOSEC de nature entrémement delicate? Short Tallefs) of material / Titrefs) abrabatal du malér d Document Number / Number of document :

Document Number / Number of document :

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ACCES AUX EMPLACEMENTS Special comments Commentaires spéciaus NOTE: If multiple levels of screening are identified, is Security Classification Guide must be provided.

REMARQUE: Si physicurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fournit le hay unscreened personnel be used for portions of the work?

Du personnel sans autorisation sécuritaire peut il se voir confier des parties du travail? 1 Mon Out If Yes, will unscreened personnel be excerted? Dans l'affirmative, le personnel en question sers i-il escorté? FART C - SAFEGUAROS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR) INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS 11. a) Wat the supplier be required to receive and store PROTFC/TEO and/or CLASS/FIED information or assets on its gite or promises? Le fournisseur scra-l-ti tenu de recevoir et d'entrepaser sur place des renseignements ou des blens PROTÉGÉS et/ou CLASSIFIÉS? 11 b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-8 tenu de protéger des renseignements ou des Nens COMSEC? PRODUCTION 11 c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASS/FIED malenal or equipment couse as the auspirer is acts or promises? Les installations de loumisseral serviront effes à la production (fabrication of/ou réparation at/ou modification) de matériel PROTÉGÉ et/ou CASSIFIÉ? occur at the supplier's site or promises? INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI) to d) Whit the supplier be required to use its f7 systems to electronically process, produce or store PROTECTED and/or CLASSIFIED Le fournisseur dem till tenu d'utiliser ses propres systèmes erformatiques pour traiter, produire ou stocker électroniquement des renseignements ou dus données PROTÉGÉS stou CLASSIFIÉS? 11, e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Por una un est deconstruire des descriptions es supplime es s'a systema annu une grovensmera, crepatement de eget 1/9 Por Desposera-t-an d'un llen électronique entre le eystème informatique du fournisseur et celui du minietie en de l'agence pouvemententale? Seo, rity Classification / Classification de sécurité TRS/SCT 350-103/2004/121

Page 16 of - de 17

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Contract No. - N° du contrat F5211-180800 Amd No. - N $^{\circ}$ de la modif. 000

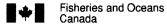
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Purchasing Office - Bureau des achats

Procurement Hub | Centre d'approvisionnement Fisheries and Oceans Canada | Pêches et Océans Canada 301 Bishop Drive | 301 promenade Bishop Fredericton. NB E3C 2M6

Email - courriel: Jamey.Guerrero@dfo-mpo.gc.ca

CONTRACT - CONTRAT

Your proposal is accepted to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and/or services listed herein and on any attached sheets at the price or prices set out therefore.

Nous acceptons votre proposition de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes, et aux annexes ci-jointes, les articles et/ou les services énumérés dans les présentes, et sur toute feuille ci-annexée, au(x) prix indiqué(s).

X Meer Ning

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN

Excel Information Technology Resources

102 Bank Street, Suite 300 Ottawa, ON K1P 5N4

Phone 613-230-5393 Fax 613-230-1623 Title – Sujet
Web Services for Canada.ca Migration

Date
2019-03-19

Client Reference No. - No. de référence du client FP845-180102

Contract No. - Nº du contrat F5211-190030

Financial Codes - Codes financiers 61121.250.120.0303.00000.6

F.O.B. - F.A.B. see herein-ci-inclus see herein-ci-inclus see herein-ci-inclus

Destination of Goods and Services: Destinations des biens et services:

Department of Fisheries and Oceans 200 Kent Street Ottawa, ON K1A 0E6

Invoices - Original and two copies to be sent to: Factures - Envoyer l'original et deux copies:

See herein

Address Inquiries to: - Adresser toute demande de renseignements :

Jamey Guerrero, Senior Contracting Officer

Email - Courriel:

Jamey.Guerrero@dfo-mpo.gc.ca

Telephone No. – No. de téléphone
506-461-8547

Total Estimated Cost - Coût total estimatif
\$288,000.00 Excluding Taxes

Fax:
506-452-3676

Currency Devise

For the Minister - Pour le Ministre

Digitally signed by Jamey Guerrero

CAD

Date: 2019.03.19 11:23:23

-03'00' Date



Amd. No. - N° de la modif.

File No. - N° du dossier F5211-190030

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

7.1 REQUIREMENT

- a. The Contractor agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract.
- b. Client(s): Under the Contract, the "Client" is the Department of Fisheries and Oceans
- c. Reorganization of Client: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Technical Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. Defined Term: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Also, the following words and expressions have the following meaning:
 - i. Any reference to an Identified User is a reference to the Client.
 - ii. "deliverable" or "deliverables" includes all documentation outlined in this Contract
 - iii. "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

7.2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the <u>Standard Acquisition Clauses and Conditions Manual</u> issued by Public Works and Government Services Canada (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual).

a. General Conditions:

2035 (2018-06-21), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

With respect to Section 30 $\,$ - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

- 4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.
- Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of
 - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-190030

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CCC No./N° CCC - FMS No./N° VME

- the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
- b. 6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination. Supplemental General Conditions:

The following Supplemental General Conditions:

 i. 4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information;

7.3 SECURITY REQUIREMENT

The following Security Requirement (SRCL and related clauses) applies to the Contract.

- The supplier and its personnel who require access to PROTECTED information/assets must each hold and maintain a valid <u>RELIABILITY STATUS</u> issued by Canada and approved by Fisheries and Oceans Canada.
- The supplier and all individuals assigned to work on the contract MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- Subcontracts which contain security requirements are not to be awarded without the prior written permission of Fisheries and Oceans Canada.
- The supplier must comply with any other security requirements set by Fisheries and Oceans Canada that are contained in this contract and any security attachment.

Additionally, resources may be assessed for Reliability Status by the Technical Authority prior to commencing the Work, and from time to time throughout the Contract Period. The assessment may include a credit check. Upon request of the Technical Authority, in respect of any given resource, the Contractor must submit

- (i) the current level of security clearance granted or approved by Industrial Security Program (ISP)/PWGSC; and
- (ii) a completed signed TBS 330-23 Form Personnel Screening Consent and Authorization (https://www.tbs-sct.gc.ca/tbsf-fsct/330-23-eng.asp).

In the event a resource does not pass the Technical Authority's assessment, Canada may immediately, and without further notice, terminate the Contract for default in accordance with the General Conditions.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

7.4 **CONTRACT PERIOD**

- a. Contract Period: The "Contract Period" is the entire period of time during which the Contractor is obliged to perform the Work, which includes:
 - i. The "Initial Contract Period", which begins on the date the Contract is awarded and ends March 31, 2020; and
 - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.

b. Option to Extend the Contract:

- The Contractor grants to Canada the irrevocable option to extend the term of the i. Contract by up to two (2) additional one (1) year period(s) under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
- Canada may exercise this option at any time by sending a written notice to the Contractor ii. before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

7.5 **AUTHORITIES**

a. Contracting Authority

The Contracting Authority for the Contract is:

Name:

Jamey Guerrero

Title:

Senior Contracting Officer

Organization:

Department of Fisheries and Oceans

Address:

301 Bishop Drive, Fredericton, NB, E3C 2M6

Telephone:

506-461-8547

Facsimile:

506-452-3676

E-mail address: Jamey.Guerrero@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

b. Project Authority

The Project Authority for the Contract is:

Name:

Lynn Patterson

Title:

Manager

Organization:

Department of Fisheries and Oceans

Address:

200 Kent Street, Ottawa, ON, K1A 0E6

Telephone:

613-410-8620

E-mail address: Lynn.Patterson@dfo-mpo.gc.ca

Amd. No. - Nº de la modif.

Buver ID - ld de l'acheteur

File No. - N° du dossier F5211-190030 CCC No./N° CCC - FMS No./N° VME

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however, the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

c. Contractor's Representative

The Contractor's Representative for the Contract is:

Name:

Ameera Girgis

Title:

Director, IT Services

Organization:

Excel Information Technology Resources

Address:

102 Bank Street, Suite 300, Ottawa, ON, K1P 5N4

Telephone:

613-230-3700 ext.

Facsimile:

613-230-1623

E-mail address: ameera@excelitr.com

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS

By providing information on its status, with respect to being a former public servant in receipt of a <u>Public Service Superannuation Act</u> (PSSA) pension, the Contractor has agreed that this information will be reported on departmental web sites as part of the published proactive disclosure reports, in accordance with <u>Contracting Policy Notice: 2012-2</u> of the Treasury Board Secretariat of Canada.

7.7 PAYMENT

a. Basis of Payment

i. **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex "B", Basis of Payment, Applicable taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday

Estimated Cost: \$288,000.00

ii. Pre-Authorized Travel and Living Expenses:

Canada will not pay any travel or living expenses associated with performing the Work.

iii. Applicable Taxes:

Estimated Cost: \$37,440.00

- iv. **Competitive Award**: The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- Professional Services Rates: In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later

File No. - N° du dossier F5211-190030 CCC No./N° CCC - FMS No./N° VME

refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.

vi. **Purpose of Estimates**: All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.

b. Limitation of Expenditure

- i. Canada's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and applicable taxes are extra.
- ii. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.
- iii. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
 - A. It is 75 percent committed, or
 - B. 4 months before the Contract expiry date, or
 - C. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

iv. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Providing this information does not increase Canada's liability.

c. Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract:
- ii. all such documents have been verified by Canada;
- iii. the Work performed has been accepted by Canada.

Amd. No. - N° de la modif.

Buyer ID - ld de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

d. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contract must repay any overpayment, at Canada's request.

f. No Responsibility to Pay for Work not performed due to Closure of Government Offices

- i. Where the Contractor, its employees, subcontractors, or agents are providing services on government premises under the Contract and those premises are inaccessible because of the evacuation or closure of government offices, and as a result no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if there had been no evacuation or closure.
- ii. If, as a result of any strike or lock-out, the Contractor or its employees, subcontractors or agents cannot obtain access to government premises and, as a result, no work is performed, Canada is not responsible for paying the Contractor for work that otherwise would have been performed if the Contractor had been able to gain access to the premises.

7.8 INVOICING INSTRUCTIONS

Payments will be made provided that:

The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: <u>DFO.invoicing-facturation.MPO@canada.ca</u>

CC: Louis.Maltais@dfo-mpo.gc.ca

7.9 CERTIFICATIONS

a. Compliance with the certifications provided by the Contractor in its bid or any TA quotation is a condition of the Contract and subject to verification by Canada during the entire Contract Period. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

7.10 COPYRIGHT IN MATERIAL

- a. In this section, "Material" means anything that is created by the Contractor as part of the Work under the Contract that is required by the Contract to be delivered to Canada and in which copyright subsists, excluding any computer software code and all documentation manuals or guides intended to assist end users or technicians in respect of that code. "Material" does not include anything created by the Contractor before the award date of the Contract.
- Copyright in the Material belongs to Canada and the Contractor must include the copyright symbol and either of the following notice on the Material: © Her Majesty the Queen in right of Canada (year) or © Sa Majesté la Reine du chef du Canada (année).
- c. The Contractor must not use, copy, divulge or publish any Material except as is necessary to perform the Contract. The Contractor must execute any conveyance and other documents relating to copyright in the Material as Canada may require.
- d. The Contractor must provide at the request of Canada a written permanent waiver of moral rights, in a form acceptable to Canada, from every author that contributed to the Material. If the

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

Contractor is the author of the Material, the Contractor permanently waives its moral rights in the Material.

7.11 APPLICABLE LAWS

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province Ontario.

7.12 PRIORITY OF DOCUMENTS

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. Supplemental general conditions, in the following order:
 - 4007 (2010-08-16), Supplemental General Conditions Canada to Own Intellectual Property Rights in Foreground Information;
- c. General Conditions 2035 (2018-06-21);
- d. Annex A. Statement of Work
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. the Contractor's bid dated March 12, 2019.

7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

7.14 INSURANCE REQUIREMENTS

A. Compliance with Insurance Requirements

- The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
- The Contractor is responsible for deciding if additional insurance coverage is necessary to
 fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any
 additional insurance coverage is at the Contractor's expense, and for its own benefit and
 protection.
- 3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period

File No. - N° du dossier F5211-190030 CCC No /N° CCC - EMS No /N° VME

will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

B. Commercial General Liability Insurance

- 1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insured: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - I. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

C. Errors and Omissions Liability Insurance

- 1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7.15 LIMITATION OF LIABILITY - INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY

a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.

b. First Party Liability:

- i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to:
 - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
 - B. physical injury, including death.
- ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
- iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.
- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including:

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

- A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
- B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00, whichever is more.

vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

c. Third Party Claims:

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

7.16 JOINT VENTURE

REMOVED

7.17 PROFESSIONAL SERVICES - GENERAL

a. The Contractor must provide professional services on request as specified in this contract. All
resources provided by the Contractor must meet the qualifications described in the Contract
(including those relating to previous experience, professional designation, education, and

Amd. No. - N° de la modif.

File No. - N° du dossier F5211-190030

Buyer ID - Id de l'acheteur

CCC No./N° CCC - FMS No./N° VME

language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.

- b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Technical Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

Replacement of Specific Individuals

- 1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
 - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
 - b. security information on the proposed replacement as specified by Canada, if applicable.
 - The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.
- 2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
 - b. assess the information provided under (c) (1) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (2) (a) above, or require another replacement in accordance with this sub article (c).
- Where an Excusable Delay applies, Canada may require (c) (2) (b) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
- 3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
- 4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

7.18 REPRESENTATIONS AND WARRANTIES

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

7.19 ACCESS TO CANADA'S PROPERTY AND FACILITIES

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Technical Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

7.20 IDENTIFICATION PROTOCOL RESPONSIBILITIES

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify themselves as a Contractor Representative prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not an employee of the Government of Canada;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

ANNEX "A" STATEMENT OF WORK

A1.0 Project Title

Web Services for Migration to Canada.ca

A1.0 Background

Continue to work towards implementing the various Departmental and Government of Canada Treasury Board (TB) requirements – Common Look and Feel for Internet 2.0 (CLF), Reduction of Redundant, Outdated, and Trivial Content (ROT), and Standard of Web Content Accessibility Guide (WCAG), as well as improve the end user experience through improved internet Architecture updates. In preparation for the future updates and requirements from Treasury Board Secretariat (TBS), this contract will continue the work already underway and ensure we become compliant with TBS Web Standards and Accessibility.

Purpose

The Department of Fisheries and Ocean's (DFO) Canadian Hydrographic Service Directorate (CHS) requires the services of web developers to assist in the migration and on boarding work for Canada.ca and to support the development and maintenance of the Department's Ecosystem Oceans and Sciences Sector's (EOSS) Inter and Intranet through its transition into Canada.ca.

A1.4 Scope of Work

DFO requires three (3) Web Developers under A.14 of the Task Based Informatics Professional Services Supply Arrangement (TBIPS) at the Intermediate level.

The proposed resources will assist in the creation of a web-based application that creates and edits surveys as well as generates reports in a clean, efficient and user-friendly way. They will organize and maintain content within EOSS maintained websites in preparation for the future migration of all content to the new Web Experience Toolkit (WET) 4 and Canada.ca. Duties will include but are not limited to the following:

Over the course of the Contract, the Contractor will be asked to:

- Create Data Conversion Strategy to address any data quality issues;
- Update Data Dictionaries for ODS;
- Update ODS Design Documentation as required;
- · Strategic Assessment on the existing ARCHIBUS RBAC Model;
- Strategic Assessment on the existing ODS/Cognos RBAC Model;
- Strategic IT Security Architecture Vision for RPIMS;
- Data Quality Assessment for ARCHIBUS;
- Data Quality Assessment for Cognos;
- Data Validation Acceptance Test Criteria; and
- Provide knowledge transfer of the developed solution to supporting staff.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

A1.5 Tasks

The Contractor will:

- Assist in the migration of the EOSS maintained websites from WET 3 to WET 4 and Canada.ca.
- Complete daily request tickets from clients to modify content of current websites.
- Work with client internal / external groups to ensure content sites are designed and deployed on time.
- Require the ability to work independently on assigned tasks while being adaptable to changing priorities.
- Capture and analyze client requirements effected from our current website,
- Assist in the re-development of the following Integrated Science Data Management website, Canadian Hydrographic Service website, as well a others within DFO Science.
- The candidate will adapt existing web pages, develop SQL queries, and design ASP web applications working against the Oracle database.
- Assist with the redesign and development of the sites as required to meet the Treasury Board Templates for Canada.ca.
- Record and document work they perform, as well as work independently and interact with clients
- Meet with the Project Authority on a weekly basis to review overall progress towards the project's completion.
- Return all materials belonging to Fisheries and Oceans upon completion of the Contract;
- Report to the Project Authority any special circumstances or events affecting the provision of the required services.
- Submit all written reports 1 copy in hard copy and 1 copy electronic using the standard identified in this Statement of Work.
- Attend meeting with stakeholders;
- Participate in teleconferences, as needed;
- Attend meetings at Department of Fisheries and Oceans sites, if required; and,
- Maintain all documentation in a secure area.

A1.5 Project Administration

The Project Authority is the designated Project Manager or an authorized representative. The Project Authority will be responsible for the management of the technical aspects of the tasks to be performed.

A1.7 Reporting Requirements

There will be weekly team meetings to review overall progress towards the project's completion.

The Contractor shall:

- Provide weekly progress reports if requested identifying work completed in the past
 week and work planned for completion for the coming 2 weeks. Progress reports are to
 be given to the Project Authority over the phone or by email.
- Provide weekly time reporting sheets
- Demonstrate technical progress as requested
- · Attend technical meetings as required

All reports to be provided in Microsoft Word as directed by the Project Authority. All deliverables shall be submitted to the Project Authority according to project and technical standards.

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

A1.8 Specifications and Standards

The Work is subject to the following Treasury Board standards:

- Canada.ca Content and Information Architecture Specification
 (https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/canada-content-information-architecture-specification.html)
- Web Content Accessibility Guidelines (WCAG) (https://www.w3.org/TR/WCAG20/)

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

A1.9 Technical, Operational and Organizational Environment

The Contractor will be in an environment governed by Treasure Board Guidelines for CLF, and that makes use of the following languages and software applications. :

- HTML5, CSS3
- Classic ASP / VBScript
- Dreamweaver
- Photoshop
- JSON
- GIT
- Acrobat Pro
- XML/XLST
- TortoiseSVN
- BOOTSTRAP
- Web Experience Tool Kit (WET) 3 & 4
- Web Development Software
- Skills listed in ProServices stream 1.14 WEB Developer

The following is a typical technical environment currently at the DFO sites. Over the life of the potential agreement, the technical environment will be upgraded and modified in line with the DFO and the federal government strategic direction.

The following is a typical technical environment currently at the DFO sites:

a) PC Software

- Windows 7);
- Spreadsheet Packages Microsoft Excel;
- Database Packages Microsoft Access;
- Business Graphics Packages Microsoft PowerPoint;
- Word Processing Packages Microsoft Word; and
- Project Management Packages Microsoft Project.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

b) Network Services

- Windows 2003 (Active Directory);
- Microsoft Exchange/Outlook;
- Microsoft Remote Access Service (RAS);
- Cisco Internetworking Operating System (IOS);
- Domain Name Services (DNS);
- Operational Security, including Intrusion Prevention Systems, URL Filtering, Secure Virtual Private Network (SVPN), Public Key Infrastructure (PKI) of Government of Canada;
- Network Monitoring;
- Wireless Data Networking; and
- Voice over Internet Protocol (VOIP).
- c) WEB Browser Microsoft Internet Explorer and Mozilla Firefox
- d) Corporate Applications
 - Oracle Financials:
 - DFO Forms:
 - OpenText Edocs (EKME)/MECTS/PCDOCS/MECTS Lite;
 - PeopleSoft;
 - GEDS Web500
 - ABACUS; and
 - RPIMS

A1.10 Method and Source of Acceptance

All work disseminated to the contractors will be done on the Development server and provided back to the client for verification and approval.

All Work rendered under the Contract, including revisions, will be subject to approval by the Project Authority. Any communication with the Contractor regarding the quality of Work performed pursuant to the Contract must be undertaken by correspondence through the Project Authority. The Contractor must provide the Project Authority with deliverables in both hard copy format and electronically in Microsoft Word format.

The Project Authority has the right to reject any deliverables that are not considered satisfactory, or the Project Authority can require their correction before payment will be authorized. The Contractor must inform the Project Authority of any variation from the Work plan without delay. If an unforeseen situation or issue arises that may become a barrier to the conduct of Work outlined in the Contract, the Contractor and the Project Authority will communicate to address the situation. Any changes to the Work plan, methodology, scope of the Work, and/or change in personnel must be approved by the Project Authority. Any changes will be done in writing by means of a Contract Amendment issued by the Departmental Representative.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

A1.11 Project Management Control Procedures

The Project Authority will monitor the progress of the resources. The Project Authority will meet with the Contractor and review all work provided by the Contractor. The Project Authority will provide comments to the Contractor indicating any changes required.

A1.12 Change Management Procedures

No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contract Authority, prior to their incorporation into the Work. The Contractor shall not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded, unless an increase is authorized by the Contract Authority.

A1.13 Ownership of Intellectual Property

Canada has determined that any Material subject to copyright arising from the performance of the Work under the Contract will vest in Canada, as per sub-section 6.5 of the <u>Treasury Board Policy 'Title to Intellectual Property Arising under Crown Procurement'</u>. Examples of such Material (as such is defined in General Conditions 2035) include the deliverables identified in the Statement of Work.

In addition, all information and material created under the Contract, including graphic materiel, rough notes, file information, maps, data, computer software and source code, and reports shall be the property of Canada, unless otherwise stipulated by the Project Authority.

A1.14 Project Schedule

Expected Start and Completion Dates

Professional Services are required from the date of contract award to March 31st 2020 and is not to be considered in any way as a commitment from Canada.

DFO reserves the right to exercise two (2) additional twelve (12) month period.

Schedule and Estimated Level of Effort (Work Breakdown Structure)

This level of effort is only an estimation made in good faith and is not to be considered in any way as a commitment from the Government of Canada.

Initial Contract Period - From: Contract Award date to March 31, 2020.

Resource	Period 1
Web Developer – Level 1	days per resource

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

Option Period - From: April 01, 2020 to March 31, 2021.

Resource	Period 2
Web Developer – Level 1	days per resource

Optional during Period 2 - From: April 01, 2021 to March 31, 2022.

Resource	Period 2
Web Developer – Level 1	days per resource

A1.15 Confidentiality

Contractor agrees to hold as confidential and shall not disclose any information gathered through assignment(s) or the knowledge of pending assignments. The only exception is that confidential information received by the contractor may be disclosed to the employees of the contract(s) if and only to the extent that disclosure of such information is necessary for the performance of the duties of these individuals.

A2.0 Security Requirements at time of bid closing

It is a condition that, prior to performance of any obligation under any contract resulting from this RFP, the Contractor and sub-contractors and their employees assigned to the performance of such contract will be security cleared by the federal government at the Enhanced Reliability level.

A3.0 OTHER TERMS AND CONDITIONS OF THE SOW

A3.1 Departmental Support

Fisheries and Oceans Canada will provide the Contractor with access to the following for the purposes of completing the work requirements of the contract. It is to be understood that all accesses and privileges, products and services shall be ended or revoked upon contract termination.

- Access to departmental library, government and departmental policies and procedures, publications, reports, studies, etc.
- Access to facilities and equipment (i.e. a workstation with a computer and associated software)
- Access to a staff member who will be available to coordinate activities
- Provide comments on draft reports within 5 (five) working days
- Provide other assistance or support.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

A3.2 Location of Work, Work site and Delivery Point

Work will be performed at the following location:

200 Kent St., 12th Floor, Ottawa, Ontario

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

Individual contractors will be required to work off site connecting via VPN, however periodically they will be required to come in to the office for meetings with clients an managerial staff.

A3.3 Language of Work

The documents are provided in both official languages.

The work for this contract will be carried out in English. The resources **must** provide services and any reports and/or documentation in English (Written, Spoken, and Comprehension) at the intermediate level. Please see below legend.

	LA	NGUAGE PROFICIENCY GRID	
	Oral	Comprehension	Written
Basic	A person speaking at this level can: - ask and answer simple questions; - give simple instructions; and - give uncomplicated directions relating to routine work situations.	A person reading at this level can: • fully understand very simple texts; • grasp the main idea of texts about familiar topics; and • read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.	A person writing at this level can: •write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	A person speaking at this level can: •sustain a conversation on concrete topics; report on actions taken; •give straightforward instructions to employees; and •provide factual descriptions and explanations.	A person reading at this level can: • grasp the main idea of most work-related texts; • identify specific details; and • distinguish main from subsidiary ideas.	A person writing at this level can: • deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

	A person speaking at this level	A person reading at this level	A person writing at this level
	can:	can:	can:
Advanced	 support opinions; and understand and express hypothetical and conditional ideas 	 understand most complex details, inferences and fine points of meaning; and have a good comprehension of specialized or less familiar material. 	Write texts where ideas are developed and presented in a coherent manner.

Amd. No. - N° de la modif.

File No. - N° du dossier

F5211-190030

Buyer ID - ld de l'acheteur

CCC No./N° CCC - FMS No./N° VME

ANNEX "B" BASIS OF PAYMENT

The Contractor will be paid firm daily rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

Initial Contract Period	- Contract Aw	ard Date to March 31, 2020	
Category of Resource	Level of Expertise	Résource Name	All-inclusive fixed Per-Diem Rate
A.14 Web Developer	Intermediate	Matthew McGowan	
A.14 Web Developer	Intermediate	Timothy Wiens	
A.14 Web Developer	Intermediate	John Woermke	

Total Estimated Cost – Limitation of Expenditure: \$288,000.00

Option to Extend the Contract

During the extended period of the Contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension.

Optional Period 1 – April 1, 2020 to March 31, 2021							
Category of Resource	Level of Expertise	Resource Name	All-inclusive fixed Per-Diem Rate				
A.14 Web Developer	Intermediate	Matthew McGowan					
A.14 Web Developer	Intermediate	Timothy Wiens					
A.14 Web Developer	Intermediate	John Woermke	_				

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

Optional Period 2 – April 1, 2021 to March 31, 2022							
Category of Resource	Level of Expertise	Resource Name	All-inclusive fixed Per-Diem Rate				
A.14 Web Developer	Intermediate	Matthew McGowan					
A.14 Web Developer	Intermediate	Timothy Wiens					
A.14 Web Developer	Intermediate	John Woermke					

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

ANNEX "C" SECURITY REQUIREMENTS CHECK LIST

Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat	
F5211-190030	
Security Classification / Classification de sécurité UNCLASSIFIED	

SECURITY REQUIREMENTS CHECK LIST (SRCL) /ÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS

PART A - CONTRACT INFORMATION / PARTIE A -	INFORMATION CONTRACTUE VE						
Originating Government Department or Organization		2. Branch or Directorate / Direction géné	rate ou Direction				
Ministère ou organisme gouvernemental d'origine	Fisheries & Oceans	Science/Canadian Hydrogrphic Service					
3. a) Subcontract Number / Numéro du contrat de sou		ss of Subcontractor / Nom et adresse du s					
	0,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		ood transant				
4. Brief Description of Work / Brève description du tra	vail						
consolodating all DFO science web pages into a single location; upgrading the web pages and refacing web applications to conform to the latest TBS and SSc standards;							
providing support for scientes web content and content m	nodification updates.						
5. a) Will the supplier require access to Controlled Go			No Yes				
Le fournisseur aura-t-il accès à des marchandis	es contrôlées?		Non L Oui				
b) Will the supplier require access to unclassified n	nilitary technical data subject to the provisi	ons of the Technical Data Control	No Yes				
Regulations?			Non L Oui				
Le fournisseur aura-t-il accès à des données tec	chniques militaires non classifiées qui sont	assujetties aux dispositions du Règlemen					
sur le contrôle des données techniques?	no dineche sequie						
6. Indicate the type of access required / Indiquer le ty							
a) Will the supplier and its employees require acce			No Yes				
Le fournisseur ainsi que les employés auront-ils		ns PROTEGES el/ou CLASSIFIES?	l _ Non L Y Oui				
(Specify the level of access using the chart in Or (Préciser le niveau d'accès en utilisant le tableau			Ì				
6. b) Will the supplier and its employees (e.g. cleaner	rs, maintenance personnel) require access	to restricted access areas? No access to	No Yes				
PROTECTED and/or CLASSIFIED information of	or assets is permitted.	10 100 motor 200000 arous. 110 000000 10	Non Oui				
Le fournisseur et ses employés (p. ex. nettoyeur		à des zones d'accès restreintes? L'accès					
à des renseignements ou à des biens PROTÉG							
 c) Is this a commercial courier or delivery requirem S'agit-il d'un contrat de messagerie ou de livrais 		1?	No Yes Oui				
7. a) Indicate the type of information that the supplier	will be required to access / Indiquer le tvo	e d'information auguel le fournisseur devra	avoir accès				
7							
Canada 🗸	NATO / OTAN	Foreign / Étrange					
7. b) Release restrictions / Restrictions relatives à la							
No release restrictions	All NATO countries	No release restrictions					
Aucune restriction relative	Tous les pays de l'OTAN	Aucune restriction relative à la diffusion					
a la dilusion		a la uniusion					
Not releasable							
À ne pas diffuser							
Restricted to: / Limité à	Restricted to: / Limité à :	Restricted to: / Limité à :					
Specify country(ies): / Préciser le(s) pays :	Specify country(les): / Préciser le(s) pay	s: Specify country(ies): / Préci	ser le(s) pays :				
7. c) Level of information / Niveau d'information							
PROTECTED A	NATO UNCLASSIFIED	PROTECTED A	李明 25-150 00 1700g.				
PROTÉGÉ A V	NATO NON CLASSIFIÉ	PROTÉGÉ A					
PROTECTED B	NATO RESTRICTED	PROTECTED B					
PROTÉGÉ B L	NATO DIFFUSION RESTREINTE	PROTEGE B					
PROTECTED C	NATO CONFIDENTIAL	PROTECTED C					
PROTÉGÉ C	NATO CONFIDENTIEL	PROTÉGÉ C					
CONFIDENTIAL	NATO SECRET	CONFIDENTIAL					
CONFIDENTIEL LIFE CONFIDENTIEL	NATO SECRET	CONFIDENTIEL					
SECRET	COSMIC TOP SECRET	SECRET					
SECRET LINE	COSMIC TRÈS SECRET	□ SECRET					
TOP SECRET	TOTAL PROPERTY AND A SOUTH	TOP SECRET					
TRÈS SECRET		TRÈS SECRET					
TOP SECRET (SIGINT)		TOP SECRET (SIGINT)					
TRES SECRET (SIGINT)	The second secon	TRÈS SECRET (SIGINT)					

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASSIFIED

Canadä

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

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7	

Government of Canada

Gouvernement du Canada

	Contract Number / Numéro du contrat	
	F5211-190030	
Secu	rity Classification / Classification de sécurité UNCLASSIFIED	

PART A (cont 8. Will the sup	inued) / PARTIE A (suite) plier require access to PROTECTED	and/or CLASSIFIED COMSEC i	nformation or assets?		No Yes
Le fournisse	our aura-t-il accès à des renseigneme ate the level of sensitivity:	ents ou à des biens COMSEC dé	signés PROTÉGÉS el/ou CL	ASSIFIÉS?	Non LOul
Dans l'affirn	native, indiquer le niveau de sensibili				
	plier require access to extremely sen eur aura-t-il accès à des renseigneme			?	No Yes Non Oui
	s) of material / Titre(s) abrégé(s) du n Number / Numéro du document :	natériel :			
PART B - PER	SONNEL (SUPPLIER) / PARTIE B				
10. a) Personn	el security screening level required /	Niveau de contrôle de la sécurit	á du personnel requis		
V	RELIABILITY STATUS COTE DE FIABILITÉ	CONFIDENTIAL CONFIDENTIEL	SECRET SECRET	TOP SEC	
	TOP SECRET- SIGINT TRÈS SECRET - SIGINT	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET		OP SECRET
	SITE ACCESS ACCES AUX EMPLACEMENTS				
	Special comments: Commentaires spéciaux :				
	NOTE: If multiple levels of screening	g are identified, a Security Classifi	cation Guide must be provided		
	REMARQUE: Si plusieurs niveaux screened personnel be used for porti	ons of the work?		de la sécurité doit être	No Yes
,	onnel sans autorisation sécuritaire p	•	lu travail?		Non LOui
	will unscreened personnel be escorte affirmative, le personnel en question s				Non Yes Non Oui
	EGUARDS (SUPPLIER) ! PARTIE!		N (FOURNISSEUR)		
INFORMATE	ON / ASSETS / RENSEIGNEME	N15 / BIENS			
	supplier be required to receive and a	itore PROTECTED and/or CLAS	SIFIED information or assets	on its site or	No Yes
premise Le fourr CLASS	nisseur sera-t-il tenu de recevoir et d'	entreposer sur place des renseiç	nements ou des biens PROT	ÉGÉS et/ou	Non LOui
		014050 information as assets0			C No C Yes
	supplier be required to safeguard CC nisseur sera-t-il tenu de protéger des		OMSEC?		No Yes Non Oui
PRODUCTIO	ON				
44) 1450 #	A. V. A Bush so modern consiste		TO and the OI ASSISTED mate	dal as aguinment	r No
occur at	production (manufacture, and/or repair the supplier's site or premises?				Non Oui
	allations du fournisseur serviront-elles ASSIFIÉ?	à la production (fabrication eVou r	éparation et/ou modification) d	e malériel PROTEGE	
INFORMATK	ON TECHNOLOGY (IT) MEDIA / S	UPPORT RELATIF À LA TECHN	IOLOGIE DE L'INFORMATIO	N (TI)	
	supplier be required to use its IT system	ns to electronically process, produ	ice or store PROTECTED and	or CLASSIFIED	No Yes
Le four	tion or data? nisseur sera-t-il tenu d'utiliser ses propr nements ou des données PROTÉGÉS		raiter, produire ou stocker élec	roniquement des	, 110.11
Dispose	e be an electronic link between the supera-t-on d'un lien électronique entre le sementale?	oplier's IT systems and the govern système informatique du fournisse	ment department or agency? ur et celui du ministère ou de l	agence	No Yes Non Oui
· · · · · · · · · · · · · · · · · · ·					
	60-103(2004/12)	Security Classification / Cla	anification do adqueité		

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Canada

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

File No. - N° du dossier F5211-190030

CCC No./N° CCC - FMS No./N° VME

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Government of Canada

Gouvernement du Canada

Contract Number / Numéro du contrat F5211-190030

Security Classification / Classification de sécurité
UNCLASSIFIED

site(s) or premise Les utilisateurs qi niveaux de sauve For users comple Dans le cas des u dans le tableau ré	ui re gar ting ıtilis	de re the	equis form irs qi	aux installation	ons du foi le interne le formula	urnisseur. t), the sur aire en l ig	nmary chart i I ne (par Inter	s automaticali	y populat	ed by you questions	r resp	oons	es to	previous que	stions.	
Category C alé gorie		OTECT			ASSIFIED ASSIFIÉ			NATO						COMSEC		
	A	В	С	CONFIDENTIAL	SECRET	TOP	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC		OTECT ROTÉG		CONFIDENTIAL	SECRET	TOP
				CONFIDENTIEL		TRÉS SECRET	NATO DIFFUSION RESTREINTS	NATO CONFIDENTIEL		SECRET COSMIC TRES SECRET	A	В	С	CONFIDENTIEL		TRES SECRET
nformation / Assets Renseignements / Biens																
roduction																
Media /		†	1								1	П				
T Link /		1						<u> </u>				T				
2. a) Is the description										SIFIÉE?	1	1		<u> </u> [No Non	
If Yes, classification « Classification 2. b) Will the documenta	itivo on c me:	e, cla le se ntatio	assif scuri	ler le présent ité » au haut d tached to this	formula et au bas SRCL be	ire en ind du formi PROTEC	liquant le ni ulaire. :TED and/or	veau de sécu CLASSIFIED?	rité dans			ée		[No Non	
if Yes, classif attachments (Dans l'affirma « Classification des pièces jo	e.g stive	. SE e, cl de s	CRE assi	T with Attach fier le présen	nments). t formula	ire en inc	liquant le ni	veau de sécu	rité dans	la case i	ntitul	ée				

TBS/SCT 350-103(2004/12)

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PURCHASE ORDER

This Purchase Order is made as of the contract award date below between Her Majesty the Queen in Right of Canada (hereinafter referred to as "Her Majesty") represented by the Minister of Fisheries and Oceans (hereinafter referred to as "Fisheries and Oceans Canada") and the supplier (as named herem).

SUPPLIER - FOURNISSEUR

FAST TRACK STAFFING 1188 WELLINGTON STREET WEST OTTAWA, ON K1Y 2Z5 Canada

COMMANDE D'ACHAT

Cette commande d'achat est faite en date d'octroi de contrat ci-dessous entre Sa Majesté la Reine du chef du Canada (ci-après appelée "Sa Majesté) représenté par le Ministre des Pèches et Océans Canada (ci-après appelé "Pèches et Océans Canada") et le Fournisseur (tel qu'indiqué dans les présentes).

IMPORTAN	AT .
The Contract No must appear on invoices, B/L, pa containers. Le No. de contrat doit être indiqué sur les factures la correspondence et à l'extérieur des contenents.	-
Contract No./ No. de contrat.	FP918-18007
Amend. No/No. de modif	0

ISSUED BY - PRÉPARÉ PAR

HMES, DIRECTOR GENERAL'S OFFICE 200 KENT STREET OTTAWA, ON K1A 0E6

Tel: 343 542-9557

E-mail: NATASHA.CLARK@DFO-MPO.GC.CA

nande à

SHIP TO/ FP918 EXPÉDIER À:	BILL TO/ DFO invoicing-facturation.MPO@canada.ca FACTURER A:
HMES, DIRECTOR GENERAL'S OFFICE 200 KENT STREET OTTAWA, ON KIA 0E6 Canada	DFO-ACCOUNTS PAYABLE/MPO-COMPTES PAYABLE PO BOX 1901, STN A / CP 1901, STN A FREDERICTON,NB E3B 5G4 Canada
	Attn: CLARK,NATASHA

Departmental F	inancial Codes - Codes financiers ministérie	Freight Terms - Co	onditions pour les frais de transport
611100-317-120-4	4()3-96245-6	Contract End Date	- Date de fin du contrat
FOB – FAR	PST No Nº de TVP Exemption	HST/GST - TPS / TVH	Estimated Total Cost - Prix total prévu 8,600.00 CAD
		EXTRA	(Tax excluded)/(Taxe exclus)

Continued/ suite ..

Canadä

	Fisheries	and	Oceans
37	Fisheries Canada		

Pêches et Océans Canada Page 2 offde 3

PURCHASE ORDER

(Continuation sheet)

(suite)

FP918-18007
0

The Vendor agrees to provide to Fisheries and Oceans Canada the goods or services identified at the specified prices and in accordance with all terms and conditions of this Purchase order.

Le Fournisseur accepte de foumir Pêches et Océans Canada les biens ou services identifiés dans les présentes en conformité avec les prix spécifiés et avec les modalités de cette commande d'achat.

Continued/ suite...

ltem no. No Article	Description Description	Delivery Date Date de livraison	Quantity Quantité	U of I U de D	Unit Price Prix unitaire	Extended Cost Prix total pr é vu
,	Staffing support	31-MAR-19		EA /CH-EACH/C HACUN		8,600 00

	LH	Fisheries and Oceans Canada
-	78	Canada

Pêches et Océans Canada

Page	3	of/de	3

<i>PURC</i>	CHASE	OR	DER
	(Continua	tion	sheet)

COMMANDE D'ACHAT

(suite)

P.O. No Nº de commande	
	FP918-18007
Amend. No Nº de modif.	
•	0

The following documents form part of this Purchase Order. The supplier recognizes and agrees to all terms and conditions set out in this request, including.

Les documents ci-joints font partie intégrale de cette commande d'achat. Le Fournisseur convient et accepte tous les termes et conditions tells que décrits dans cette demande, incluant:

Continued/ suite...

FOR THE SUPPLIER - POUR LE FOURNISSEUR		
Signature	Witness - Témoin	^{Date} March 26, 2019
Print or type - Imprimer ou dactylographier	Position title - Titre du poste	
Michelle Deveau	Business Support A	ssociate
Signature Asi Led	Witness - Témoin	MAR 2 7 2019
Print or type - Imprimer ou dactylographier Nicholas Winfield	Position title - Titre du moste DIPECTOR	benera)
APPROVED FOR THE MINISTER - APPROUVÉ POUR LE M	INISTRE	
Signature	Position title - Titre du poste	Date
Print or type - Imprimer ou dactylographier		

Canadä

Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

Fisheries and Oceans Canada 301 Bishop Drive Procurement Hub Fredericton, NB **E3C 2M6**

MODIFICATION AU CONTRAT CONTRACT AMENDMENT

The referenced document is hereby amended; unless otherwise indicated, all other terms and conditions of the contract remain the same.

Serial No. Nº de série

0004

An 18

Bureau demandeur Order Office

62310-411-120-4403-96136-6 Financial Code(s) - Code(s) financier(s)

80

Page

No. - No

Date of Amendment - Date de la modification

March 21st, 2019

Contract No. - Nº du contrat

F5211-180316

Requisition No. - Nº de la demande

PWGSC File No. - Nº de référence des TPSGC

F5211-180316

Ce document est par la présente modifié; sauf indication contraire, les modalités du contrat demeurent les mêmes.

The vendor hereby accepts/acknowledges this amendment Le fournisseur accepte la présente modification/en accuse réception

Name, title of person authorized to sign (type or print)
Nom et titre du signataire autorisé (caractère d'impression) Signature

9727,19 Date

Involces - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à:

see herein

Fisheries and Oceans / DG Resource Mgmt 200 KENT ST. 13TH / FL STN 13029 Ottawa ON K1A 0E6

Destination

Return signed copy forthwith - Prière de retourner une copie dûment signée immédiatement

S.I. Systems Suite 300, 170 Laurier Avenue West Ottawa, ON

K1P 5V5

PWGSC-TPSGC 9400-13 (2/97)

Date: 2019.03.28 Digitally signed 09:13:57 -03'00' by LaKing, Cal Revised estimated cost Nouvelle estimation des coûts 30,488.00

For the Minister - Pour le Ministre

506-478-3581

\$0.00

Telephone No. N° de téléphone

Decrease Diminution

506-452-3676

Facsimile No. N° de télécopieur

Address inquiries to: Adresser toute demande de renseignements à:

Increase Augmentation

Cal LaKing - Contracting Services Cal.LaKing@dfo-mpo.gc.ca

\$0.00

000292

Pêches et Océans

This Amendment is issued to extend the contract to April 19th, 2019.

The Contract is amended as follows:

6.4 **Term of Contract**

6.4.1 **Period of the Contract**

DELETE

in its entirety

INSERT

The period of the Contract is from contract award to April 19th, 2019.

ANNEX "A" STATEMENT OF WORK

Deliverables 3.3

DELETE

in its entirety

INSERT

- A) At-Sea Observer Program (General)
 - I. Production and delivery of a web-based interactive training program for At-Sea Observers in Canada.
 - II. Course duration should take approximately 90 minutes.
 - III. Course should be in both English and French.
 - IV. Program should be accessible at <website to be confirmed>.
 - V. Status updates for Project Authority monthly.
 - VI. Draft product should be ready for Project Authority review by February 28, 2019.
 - VII. Incorporate revisions and feedback of Project Authority.
 - VIII. Final product should be ready for launch by April 19, 2019.
- B) Course Transcript
 - IX. Revise and finalize the course transcript.
 - X. Course transcript should be based on program content and should provide the information needed to train At-Sea Observers to learn how to accurately identify marine mammal species.
 - XI. Transcript should also include a short multiple choice guiz for the user.
 - XII. Transcript should apply to both the Pacific and Atlantic Coasts.
 - XIII. Transcript should be available in both English and French.
 - XIV. Transcript should be ready for Project Authority review by January 31, 2019.
 - XV. Incorporate revisions and feedback of Project Authority.
 - XVI. Transcript should be ready for launch by April 19, 2019.
- C) Design and development
 - I. Design and development of the web content, including all necessary interactive elements (multimedia content provided by DFO).
 - II. All web content should be available in both French and English.
 - III. Draft should be ready for DFO review by February 28, 2019.
 - IV. Incorporate revisions and feedback of Project Authority.
 - V. Final product should be ready for launch by April 19, 2019.



Fisheries and Oceans Canada Pêches et Océans Canada

ANNEX "B" BASIS OF PAYMENT

DELETE

Contract Period (Award to March 31st, 2019)			(A)	(B)	(C)
Category of Personnel	Level of Expertise	Name of Resource	Estimated # of Days	Firm Daily Rate	Total Cost C = (A x B)
1.14 Web Developer	Intermediate	Dave Leroux			\$20,489,00
1.14 Web Developer	Intermediate	Scott Charlwood			\$30,488.00
All-inclusive Price (excluding taxes)					\$30,488.00

INSERT

Contract Period (Award to April 19th, 2019)			(A)	(B)	(C)
Category of Personnel	Level of Expertise	Name of Resource	Estimated # of Days	Firm Daily Rate	Total Cost C = (A x B)
1.14 Web Developer	Intermediate	Dave Leroux			¢20.489.00
1.14 Web Developer	Intermediate	Scott Charlwood			\$30,488.00
		All-inclu	sive Price (exclu-	ding taxes)	\$30,488.00

This Amendment shall form part of the above-mentioned Contract. All other terms and conditions of the said mentioned Contract shall remain unchanged and in force.

CONTRA	ACT SUMMARY
Original Contract Value Amendment No. 1 Revised Contract Total	\$30,488.00 (excluding taxes) \$0 (excluding taxes) \$30,488.00 (excluding taxes)

Document Released Under the Access to Information Act / Document divulgué en vertu de la Loi sur l'accès à l'information.

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	40.0

Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP

To the Supplier: Your standing offer referred to below is hereby accepted.

- · You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer.
- · You shall supply only the services included in the standing offer against this call-up

Customer Départment Code Call-up No. - Commande n' SSC R.O Code Code B.R. ASC Code du ministère client Mod n F5211-180674

COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DU PERSONNEL TEMPORAIRE

Au fournisseur : Votre offre à commandes mentionnée ci-dessous est par la présente acceptée.

- · Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes.
- Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes

again	ot tills out t	up.						55. 1.666 Gups.	00 00110 10				
Supplier -	Supplier - Fournisseur Vendor Code Code du fournisseur							Departmental Responsibility Centre - Centre de responsabilité du ministère				du ministère	
Quant	Quantum Management Services Ltd.						on ioninasani	Fisheries and	Oceans	Canada			
	later Stree							Admin. management bureau					
	a, ON K1							200 Kent Stre	eet				
	•							Ottawa, ON	K1A 0E6				
	es are to be							Individual to Report to: La personne doit se					
standing offer and/or detailed below. All invoices shall show the standing offer number and financial code.							standing	présenter à :	▶ Kevin V	visener			
Distribuer les factures selon les instructions énoncées dans l'offre à						e à	Location - Adresse						
	andes et (ou					doivent porte	er le	Fisheries and Oceans Canada					
numér	o de référen							Information Technology and Security Branch					
	STAND	ING O	FFER -	OFFRE	A CO	MMANDES		200 Kent Stre	eet				
No N*						Expiry Date Date d'expiration	n	12th floor					
	E60ZN-	11000	2/113/	ZN			-03-21	Ottawa, ON	K1A 0E6				
Financial C	ode - Code finan	ciar	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	rygydyd 40 ferwydy of 14 yr er 31 Medigy	***************************************	ORIGINA II II II AMANININININININININININININININININININ		Consignee Code	Insert Paying (Office Code if o	iifferent from		
	(51121-	220-12	0-4421	-9208	6-6		Code du destinataire FP845	Consignée Co Inscrire le cod du code du de	a du bureau pa	yeur s'il diffère		
	Classification			guage guistiques	Add	ibonal Skill	Period o	of Assignment d'affectation	то	TAL,	Hourly Rate	Current Estimated Cost	
Group Groupe	Sub-Group Sous-groupe	Lovel Niveau	Uni.	or/ou Bil		compélence	From - De Y-A M D-J	Date To - A Y-A M D-J	Hours Houres	Days Jours	Taux horaire	Coût actueltement prévu	
5	а	2		✓			2019-03-04	2019-06-28	615	82	36.40	\$ 22,386,00	
	or Call-up - Mo ary workloa				sufficie	ent perman	ent staff is av	ailable					
Temporar	y Help Employ	ree's Nam	e - Nom	de l'emplo	yé d'aide	temporaire	0	commitment No Nº	d'engagemen	it			
Cybille	Meambly												

CUSTOMER DEPARTMENT OR AGENCY USE ONLY - RÉSERVÉ À L'USAGE DU MINISTÈRE CLIENT OU DE L'ORGANISME

Please submit your invoices to: DFO.invoicing-facturation.MPO@canada.ca

Financial Management - Intermediate - Bilingual

For additional information contact: Pour de plus amples rensaignements, s'adresser à	:	Confirmation of telephone order placed on: Confirmation de la commande téléphonique		YA M DJ 2019-02-05
Name - Nom	Tel. No N° de tél.	By - Par	With - A	-
Emmanuelle Porter	(506) 452-3518	Emmanuelle Porter	J	ennifer Curtis
The undersigned has been officially authorized to see soussigné a profinciellement autorisé à signer	es commandes subséquentes	s aux offres à commandes.		
Signature	Date	Department or Agency - Ministère or	u organisme	
	2019-02-	OF Einhorian	and Oceans C	`anada



Supplier Fournisseur **Customer Department or Agency Use Only** Réservé à l'usage du ministère client ou de l'organisme

PWGSC-TPSGC 8251 (11/96) 7540-21-884-3158

s.19(1)

Travaux publics et Services gouvernementaux Canada Public Works and Government Services Canada

99

Page

PWGSC File No. - Nº de référence des TPSGC

Fisheries and Oceans Canada | Pêches et

200 Kent Street

Océans Canada

Ottawa, Ontario K1A 0E6

CONTRACT - CONTRAT

You are requested to sell to the Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the supplies and services listed herein and on any attached sheets at the price or prices set out therefor.

Nous vous demandons de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans les présentes et aux annexes ci-jointes, les articles et les services énumérés dans les présentes et sur toute feuille ci-annexée, au(x) prix indiqué(s).

019 March Signature Name, title of person authorized to sign (type or print) Nom et titre du signataire autorisé (caractère d'impression) Dan Moorcroft, President/ CEO The vendor hereby accepts this contract Le fournisseur accepte le présent contrat

Retum signed copy forthwith - Prière de retoumer une copie dûment signée immédiatement

QMR Consulting & Professional Staffing

75 Albert Street Suite 906

Ottawa, ON K1P 5E7

Canada

PWGSC-TPSGC 9400-10 (02/97)

Invoices - Original and two copies are to be made out and sent to: Factures - Remplir et envoyer l'original et deux copies à: Serial No. N° de série 0298 Goods and Services Tax - Taxe sur les produits et services 65600-524-120-4421-00000-6 DFO.invoicing-facturation.MPO@canada.ca cc: Stephanie.Lamarche@dfo-mpo.gc.ca EN578-060502/221/ZT March 27, 2019 FP802-180298 Financial Code(s) - Code(s) financier(s) 누용 Requisition No. • Nº de la demande Date of Contract - Date du contrat Contract No. - Nº du contrat Bureau demandeur Order Office FP802 \$19,500.00 See Herein F.O.B. - F.A.B. **Duty** - Droits Destination Included Included

Total est. cost - Coût total est. \$150,000.00

HORK For the Minister - Pour le Ministr

Fascimile No. Nº de télécopieur

343-548-5181

Telephone No. N° de téléphone

Address inquiries to: Adresser toute demande de renseignements à:

Stephane Julien

000296



Public Works and Government Services Cenada Travaux publics of Services gouvernementaux Canada Canadä

The Contractor's THS Supply Arrangement (SA) no. EN578-060502 and Annexes are hereby incorporated into and form part of this Contract by reference.

Requirement Summary

1. Statement of Work

Background and Description of Work

[Insert details for every requirement (include overtime if applicable). Refer to classification descriptions as appropriate. Attach as an annex if additional space needed.]

2. Classification of Personnel Required; in accordance with THS Supply Arrangement

Below is a list of the classification(s) of personnel required to fulfill this requirement and it is in accordance with THS Supply Arrangement

The following table lists the name(s) of the THS resource(s); information regarding the THS requirement; and Firm hourly rates and total cost of contract.

Name of Resource / Resource Ref No.	Stream number, Classification & Level of Expertise	Required Personnel Security screening	Bilingual (Y/N)	Firm Hourly rate	Estimated Total Hours	Total Estimated cost GST/HST extra
John Kevin Lindsey	5A. Special Advisor Advanced Level	Secret	Y			\$150,000.00
			*	SUBTOTAL:		\$150,000.00

3. Work Location

National Capital Region, mainly 300 Laurier Avenue West, Ottawa, Ontario.

Articles of Agreement

1. Security Requirement

- 1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of SECRET, issued by the Canadian and Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
- 1.2 The Contractor personnel requiring access to PROTECTED/CLASSIFIED information, assets or sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY STATUS OR SECRET, granted or approved by CISD/PWGSC.
- 1.3 The Contractor MUST NOT remove any PROTECTED/CLASSIFIED information from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.

Travaux publics et Bervices gouvernementaux Canada

1.4 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.5 The Contractor must comply with the provisions of the:

- 1. THS Generic Security Requirements Check List EN578-060502-SA3, EN578-060502-SA4, attached at Annex "B" of the Contractor's Supply Arrangement for Temporary Help Services, incorporated herein by reference.
- 2. Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work.

THS resource(s) must meet the Minimum Mandatory Qualifications detailed in the THS Supply Arrangement for the applicable classification and level of expertise.

<u>Classifications Table of Contents (Version 1)</u>

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by <u>Public Works and Government Services</u> Canada.

3.1 General Conditions

2010B (2018-06-21) General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to March 29, 2020 inclusive

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stephane Julien

Title: Senior Contracting Officer

Department: Fisheries and Oceans Canada Directorate: Materiel and Procurement Services

Address: 200 Kent Street - 9E0254

Ottawa ON K1A 0E6 Telephone: 343-548-5181

E-mail address: Stephane.Julien2@dfo-mpo.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada Canadă

5.2 Project Authority

The Project Authority for the Contract is:

Name: Tom Roberts

Title: DG, Budget, Planning and Financial Management

Organization: Budget, Planning and Financial Management (BPFM)

Address: 200 Kent, street Ottawa, Ontario K1A0E6

Telephone: 613-993-9372

Facsimile: N/A

E-mail address: Tom.Roberts2@dfo-mpo.gc.ca

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name: Evelyn Speers
Title: Account Executive

Organization: QMR Consulting & Professional Staffing

Address: 75 Albert Street Suite 906

Telephone: 613-234-4972 Facsimile: 613-234-6654

E-mail address: bidresponse@qmrconsulting.com

6. Payment

6.1 Basis of Payment

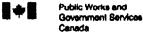
The Contractor will be paid firm hourly rates as indicated herein, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

6.2 Limitation of Expenditure

- 1. Canada's total liability under the Contract will not exceed \$150,000.00 GST or HST extra.
- 2. No increase in the total liability of Canada or in the price of Work resulting from any design changes, modifications or interpretations of specifications, made by the Contractor, will be authorized or paid to the Contractor unless such changes, modifications or interpretations, have been approved, in writing, by the Contracting Authority for the Contract, prior to their incorporation into the Work.

The Contractor will not be obliged to perform any work or provide any service that would cause the total liability of Canada to be exceeded without the prior written approval of the Contracting Authority. The Contractor will notify the Contracting Authority in writing as to the adequacy of this sum when:

- i. it is 75 percent committed, or
- ii. four (4) months prior to the Contract end date, or
- If the Contractor considers the funds provided are inadequate for the completion of the Work, whichever comes first.



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The above limitation of expenditure amount is included for the administrative purposes of Canada only and does not represent any commitment on the part of Canada to pay any amounts except as expressly set out in this Contract.

 In the event that the notification refers to inadequate funds, the Contractor will provide to the Contracting Authority in writing, an estimate for the additional funds required. Provision of such notification and estimate for the additional funds does not increase Canada's liability.

6.3 Goods and Services Tax / Harmonized Sales Tax (GST/HST)

- All prices and amounts of money in the Call-up/Contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- 2. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

6.4 Method of Payment

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work and upon presentation of invoices and any other substantiating documentation as Canada requires.

Payment by Credit Card

Canada will pay invoices on contracts against the Supply Arrangement by:

	Master	Card
X	Direct	Deposit

7. Audit

All costs and charges to the Contract may be verified by Canada before or after payment is made to the Contractor under the terms and conditions of the Contract.

The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, is subject to government audit.

Any payments made pending completion of the audit will be regarded as interim payments only and will be adjusted to the extent necessary to reflect the results of the said audit. If there has been an overpayment, it will be refunded promptly to Canada. Supporting information for each element of cost will be available and will be in sufficient detail that an in-depth audit can be performed.

8. Suitability of Services

All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to Canada's schedule and standards. Resources assigned must be capable of performing the Contract at a level of competence considered acceptable by Canada.



Should resources be found unsuitable and the Contractor is notified within four (4) hours from the commencement of the start of his/her services, Canada will not be liable for payment to the Contractor for that period.

9. Access to Canada's Facilities

- The Contractor resource may be required to perform the work on-site in Canada offices or off-site at the Contractors facilities, where applicable.
- 2. Access to the following Canada facilities, equipment, documentation and personnel may be required during the Contract period in order to perform the Work:
 - i. Designated User's premises;
 - ii. Designated User's computer systems (micro computer network);
 - iii. Documentation:
 - iv. Personnel for consultation; and,
 - v. Office space, telephones, desk space, manuals and terminals.
- Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. The Contractor is responsible for timely identification of the need for access to the referenced facilities, equipment, documentation and personnel.
- Subject to the approval of Canada, arrangements will be made for the Contractor to access the required facilities, equipment, documentation and personnel at the Canada's convenience.

10. Certifications

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

11. SACC Manual Clauses

The following table lists the Standard Acquisition Clauses and Conditions (SACC) manual clauses applicable:

Number	Date	Description
A7017C	2008-05-12	Replacement of Specific Individuals
B9028c	2007-05-25	Access to Facilities and Equipment
A9068C	2010-01-11	Government Site Regulations
C0711C	2008-05-12	Time Verification
C0705C	2010-01-11	Discretionary Audit

12. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.



Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada **Canadä**

13. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- 1. the Articles of Agreement;
- 2. 2010B (2018-06-21) Conditions Professional Services (Medium Complexity);
- Annex "A" Statement of Work;
 Annex "B" Security Requirements Check List;
- 5. the Contractor's THS Supply Arrangement (SA) no. EN578-060502/221/ZT
- 6. the Contractor's bid dated March 13, 2019.

ANNEX "A" - STATEMENT OF WORK

1.0 TITLE

Temporary Help Services of an Advanced Special Advisor

2.0 BACKGROUND AND DESCRIPTION OF WORK

The Assistant Deputy Minister and Chief Financial Officer is responsible for:

- 2.1 The development, direction and management of the Departmental strategic and operational planning/reporting, risk management, investment and program management, budget planning, budget allocation, resources management, financial operations and control, costing for significant revenues/cost recovery, the management of cash flow, and program evaluation; as well as leading the development and the integrity of the major Departmental documents to Central Agencies;
- 2.2 Support to the Deputy Minister, as the Senior Financial Officer (SFO), as the Department discharge its accountabilities under the Financial Administration Act and the Federal Accountability Act; and,
- 2.3 The provision of expert advice and counsel on a wide range of public management priorities and issues.

The Department is exploring the feasibility and steps required to move to an accrual based budgeting and funding model to manage its capital asset base. For this work to be successful, expert advisory services will be required to help assess the implications of this transition and identify key steps required for implementing this change.

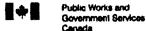
3.0 DUTIES ARE EXPECTED TO INCLUDE (BUT ARE NOT LIMITED TO):

- 3.1 Providing advice and guidance on the management of an accrual envelope. This would include: outlining key considerations and risks; advising on resource requirements to successfully manage the capital accrual envelope; identifying and defining quantitative analytics that would need to be undertaken to prepare for such a transition; and, advising on change management activities that would increase success;
- 3.2 Developing a transition and implementation plan for an accrual based capital vote;
- 3.3 Providing coaching and mentoring for key staff;
- 3.4 Providing advice on project related issues; and,
- 3.5 Providing other ad-hoc support to the Chief Financial Officer (CFO) and staff involved in assessing and (if decision is taken) implementing this funding model transition

4.0 APPROACH

The process to complete the assessment includes:

- 4.1 Review of all documentation and other information as currently available in relation to the recent past years, current year and forecast future financial position of the Department.
- 4.2 Review Central Agency requirements and analyze the Departmental approach to ensure consistency and compliance;
- 4.3 Research other government departments' best practices to inform the Department of Fisheries and Oceans Canada (DFO)'s approach;



Travaux publics ot Services gouvernementaux Canada



- 4.4 Development of questions and other comments related to the issues, pressures and concerns raised through the review of the financial position, to obtain insight into challenges faced by the program areas in the delivery of departmental programming;
- 4.5 Interviews and discussions, where necessary, with the various responsible functions within the Department to help identify issues, clarify positions and develop options for strengthening and streamlining the current financial strategic approach;
- 4.6 Completion of a draft assessment with recommendations for consideration on potential future changes to the funding model and resource allocation process, as necessary, for dissemination and discussion with officials of the Department (one language only); and,
- 4.7 Discussions and meetings as required to ensure that all parties understand and accept the recommendations of the assessment - Completion of the final report (one language only).

5.0 LOCATION OF WORK

The primary location of work will be the National Capital Region (NCR), primarily at 200 Kent Street, Ottawa, Ontario.

6.0 TRAVEL

No travel outside of the National Capital Region is expected and Canada will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

7.0 LANGUAGE REQUIREMENTS

All work including tasks and deliverables will be completed in English at the advanced level only (see Language Grid below.) However, interviews can be conducted in either official language (i.e. French or English), as required.



Temporary Help Services (THS) LANGUAGE PROFICIENCY GRID

Legend/Légende	Oral	Comprehension	Written
Basic	A person speaking at this level can ask and answer simple questions, simple instructions, and make uncomplicated directions relating to routine work situations	A person reading at this level can fully understand very simple texts, grasp the main idea of texts about familiar topics, and read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks	A person writing at this level can write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person
Intermediate	A person speaking at this level can sustain a conversation on concrete topics, report on actions taken, successful forward instructions to employees, and provide factual descriptions and explanations	A person reading at this level can grasp the main idea of most work-related texts, identify specific details, and distinguish main from subsidiary ideas	A person writing at this level can deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary
Advanced	A person speaking at this level can support opinions, and understand and express hypothetical and conditional ideas	A person reading at this level can understand most complex details, inferences and fine points of meaning, and have a good comprehension of specialized or less familiar material	A person writing at this level can write texts where ideas are developed and presented in a coherent manner



Travaux publics et Services gouvernementaux Canada



ANNEX B - SECURITY REQUIREMENT CHECK LIST (SRCL)

of Canada	du Canada		EN578-0606C2-8A3	
			Security Classification (Classification de UNCLASSIFIED	edouries
	LIBTE DE VÉRIFIC	icurity requirements che ation des exigences rela	TIVES À LA SÉCURITÉ (LVERS)	
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Public Works and Government Bervices Travaux publics et Services gouvernementaux Canada

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Public Works and Government Services Canada Travaux publics et Services gouvernementaux Canada

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP

To the Supplier: Your standing offer referred to below is hereby accepted.

- You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer.
- You shall supply only the services included in the standing offer against this call-up.

SSC R.O. Code
Code B.R. ASC

Customer Department Code
Code du ministère client

Call-up No. - Commande n°
FP802-180309

Amend No
Mod. n°

COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DU PERSONNEL TEMPORAIRE

Au fournisseur : Votre offre à commandes mentionnée ci-dessous est par la présente acceptée.

- Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes.
- Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

against this call-up.			services stipule	es dans lo	ne a com	manues.	
Supplier - Fournisseur		r Code du fournisseur	Departmental Resp	onsibility Cent	re - Centre d	e responsabilité d	u ministère
Altis Human Resources	Fisheries and Oceans Canada 200 Kent Street						
102 Bank Street, Suite 302 Ottawa, C K1P 5N4	ON		Ottawa, ON K	1A 0E6			
 Invoices are to be distributed in accordance with standing offer and/or detailed below. All invoices offer number and financial code. Distribuer les factures selon les instructions énor commandes et (ou) ci-dessous. Toutes les factur numéro de référence de l'offre et le code financie 	shall show the s ncées dans l'offres doivent porte	standing e à	Individual to Report to: La personne doit se présenter à : Location - Adresse Fisheries and 200 Kent Stre		Virc anada		
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5F 3 🔲 🗸		2019-03-1	1 2020-02-07	1080	144	\$73.42	\$79,293.60
Reason for Call-up - Motif de la commande Additional staff during a temporary workload i requirement.	ncrease in wh	ich there is a	an insufficient nui	mber of pul	olic servar	nts available to	meet the
Temporary Help Employee's Name - Nom de l'employé d'	aide temporaire		Commitment No N° FP917-18010	d'engagemer	t		

CUSTOMER DEPARTMENT OR AGENCY USE ONLY - RÉSERVÉ À L'USAGE DU MINISTÈRE CLIENT OU DE L'ORGANISME

Special Advisor- Advanced Level

Bilingual

Pre-Approved SRCL # E60ZN-110002/S03 - Secret. Reporting to: Stephen Virc tel: (613) 990-0280

Please refer to Annex A for Duties.

For additional information contact: Pour de plus amples renseignements,	s'adresser à :		Confirmation of telephone order placed on: Confirmation de la commande téléphonique du :	•	Y-A M D-J 2019-01-21		
Name - Nom	Tel. N	o N° de tél.	By - Par	With - À			
Stephane Julier	ı (34	3) 548-5181	Stephane Julien	Josee Maillet			
The undersigned has been officially at Le soussigné a été officiellement auto Signature Julien, Stephane 2			aux offres à commandes. Department or Agency - Ministère ou org				



FILE #: FP802-180309

ANNEX A - DUTIES

- Planning, processing and reporting on DFO Science financial systems in particular G&Cs.
- Monitoring, evaluating and providing hands-on assistance in finances, including G&C strategic planning.
- Reviewing and proposing amendments to policies and guidelines concerning governance, performance reporting and risk management of DFO Science's G&C programs.
- Reviewing documents regarding DFO Science's finances, including briefing materials, position papers, speaking points, corporate reporting, protocols, presentations for consistency with departmental and other government department positions.
- Provide, hands-on technical training to DFO Science administration staff on financial planning and processing using specific software that include ABACUS financial system, DFO's Management Reporting System (MRS), Multi-Year Financial Planning System (MYFPS), Departmental Financial Reporting (DFR) and Salary Information Management System (SMIS).



Public Works and Government Services Canada

Travaux publics et Services gouvernementaux Canada

CALL-UP AGAINST A STANDING OFFER FOR TEMPORARY HELP

To the Supplier: Your standing offer referred to below is hereby accepted.

- You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer.
- You shall supply only the services included in the standing offer against this call-up.

COMMANDE SUBSÉQUENTE À UNE OFFRE À COMMANDES POUR DU PERSONNEL TEMPORAIRE

Au fournisseur : Votre offre à commandes mentionnée ci-dessous est par la présente acceptée.

- Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes.
- Vous ne devez fournir, en vertu de cette commande, que les services stipulés dans l'offre à commandes.

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Dynar	nic Perso	nnel Co	onsultai	nt		Code	au rournisseur	Fisheries and	Oceans					
1400-420 O'Connor Street								200 Kent Street						
Ottawa						Ottawa ON, K1A 0E6, Canada								
Ontario						Floor 11, Room E220								
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			ans l'offre à		Location - Adresse									
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Call up for Resource for: Level : Advanced Stream : Office Support

Classification: Clerk, Mailroom

Please send invoices to : <u>DFO.invoicing-facturation.MPO@canada.ca</u>

For additional information co Pour de plus amples renseiç			Confirmation of telephone order placed on: Confirmation de la commande téléphonique du :	•	Y-A M D-J 2019-02-22		
Name - Nom Claude Richard		No N° de tél.	By - Par	With - À			
		06) 478-7935	Claude Richard	Hassan Nasrallah			
	officially authorized to sign call-up ment autorisé à signer les comm						
ignature Date			Department or Agency - Ministère ou organisme				
Claude Richard	Digitally signed by Claude Richard Date: 2019.02.22 14:36:05 -05'00'	2019-02-2	22 Flsheries an	FIsheries and Oceans Canada			

